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ABSTRACT

This workbook introduces students at the State University of New York at Stony Brook to the main campus library system and teaches basic research skills. The workbook is divided into 10 sections: (1) introduction to the Stony Brook library; (2) how to find books by title or author using the Stony Brook Automated Retrieval System (STARS); (3) how to search STARS by subject to find material on specific topics, including how to consult the Library of Congress List of Subject Headings; (4) how to use general and specialized encyclopedias; (5) how to locate and use subject bibliographies; (6) using periodical indexes, book and article abstracts, and computerized information retrieval; (7) the scope of the library's newspaper collection and how to find topics in these newspapers; (8) use of news digests, almanacs and other publications to research current affairs and to locate biographical information about contemporary figures; (9) the library's government documents collection and how to use aids to locate specific documents; and (10) types of statistical questions that can be answered in a library and tools for statistical research. Each chapter contains review questions, an answer key, and sample questions from the course practicum examination. (KRN)

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INTRODUCTION TO THE STONY BROOK LIBRARY

A WORKBOOK FOR LBR 150

RICHARD FEINBERG
CATHERINE VON SCHON
SARA FARKAS

Third Edition

University Libraries
State University of New York at Stony Brook
1992

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CHAPTER ONE

INTRODUCTION TO THE STONY BROOK LIBRARY

LBR 150 is designed to introduce you to Stony Brook's main campus library system and teach you how to do basic research. Your work in this course will take place primarily in the Reference Room of the Main Library. The main library is officially known as the Frank Melville, Jr. Memorial Library. The main campus library system is made up of the Melville Library, a music library located within the Melville Library, and six science libraries located in other buildings.

DEPARTMENTAL LIBRARIES and MAIN LIBRARY COLLECTIONS

There are six science libraries on campus, all in separate buildings:

Biology
Chemistry
Computer Science
Engineering
Earth and Space Sciences
Math/Physics

Within the Main Library are several collections:

Main Stacks
Reserve Area
Current Periodicals
Music Library
Reference (which includes Microforms, Maps, Government Documents, and the Environmental Information Service)
Audiovisual Collection
Department of Special Collections (which houses materials that are rare, fragile, or too valuable to be shelved with the main collection).

Although the various collections are located in separate areas, the holdings of all are reflected in STARS, the computerized catalog. There are STARS terminals in all the branches and in various locations in the main library. You can access information on any one terminal about items from many places. Library location, location within a library or collection, circulation information, and item description can all be seen on line.

Because Stony Brook is the largest research facility on Long Island, the collections of the Main Library and the branch libraries support the research interests of the off-campus community as well as the University's educational program. Over 1.3 million volumes are in the Stony Brook libraries, but this figure does not even include the materials in the microforms collection, which accounts for nearly 3,000,000 more items. In addition, there are many titles in microform, maps and government documents, which are not cataloged. These items can still be found and used, however, with the assistance of the librarians and other staff members who work in those areas.

REFERENCE ROOM

One of the most important areas in the Main Library is the Reference Room. It is here that you will most often want to begin your search. It is true that books can be found by using a STARS terminal without visiting the Reference Room, but it is in Reference that you will find the tools to locate articles, as well as staff trained to help you. (A search in one of the sciences or music is probably best begun in the appropriate branch).

Through LBR 150, you will be introduced to the basic reference sources that will help you locate the materials that you may need to do research for your courses.

REFERENCE COLLECTION

The reference collection consists of approximately 28,000 volumes in all subject fields, with special emphasis on the humanities and social sciences. Included in this diverse collection are dictionaries, encyclopedias, periodical indexes, almanacs, bibliographies, atlases, and abstracting sources, as well as telephone books, guides to colleges and graduate schools, and other miscellaneous compilations of information ranging from local to international in scope.

All materials in the Reference Room are shelved in the reference stacks in call number order, with certain special exceptions (for example, periodical indexes that are most heavily used are kept on open index tables in the center of the room). Reference materials are important resources and you should feel free to consult them as often as you need to; however, they do not circulate: that is, their use is restricted to the Reference Room.

The holdings of the Reference Room are considerable and the physical arrangement is one that can confuse the uninitiated. Librarians and staff are there to help guide you through the

research maze and make the resources more accessible.

MAIN LIBRARY TOUR

For an introduction to the Main Library, take the self-guided audio tape tour, which can be requested at the reference desk. It is approximately 40 minutes in length and will take you on an informative walk through the building.

As you take the tour, answer the questions on your Library Tour Assignment. Return the completed sheet to the Reference Department drop-off box for grading.

LIBRARY HOURS

Normally scheduled hours during the fall and spring semesters for the Reference Room in the Main Library are:

Monday-Thursday:	8:30 A.M. - Midnight
Friday:	8:30 A.M. - 8:00 P.M.
Saturday:	Noon - 6:00 P.M.
Sunday:	Noon - Midnight

When classes are not in session, library hours are reduced. A handout listing the hours for the science libraries and for special areas within the Main Library is available at the reference desk.

AN IMPORTANT FOOTNOTE: There is also a Health Sciences Library, located in the Health Sciences Center on the east campus and containing collections in medicine, nursing, dentistry, and social welfare. The Health Sciences Library is not part of the main campus library system and is therefore referred to only occasionally in this course. Materials owned by that library are not listed in STARS. However, a periodicals listing in book form in the Reference Room includes all periodicals held by the Health Sciences Library as well as the libraries in the main campus system.

CHAPTER ONE REVIEW QUESTIONS

Answers to questions are on page 5.

1. The six main campus science libraries are located within the Main Library Building. True or False?

2. The Music Library is located in the Main Library Building. True or False?

3. All titles owned by the library are recorded in STARS. True or False?

4. A student doing library research will usually start in the Current Periodicals Reading Room. True or False?

5. The entire book collection of the Main Library is located in the Reference Room. True or False?

6. The Health Sciences Library is not considered to be part of the main campus library system. True or False?

7. Not all of the titles held by the Health Sciences Library are listed in the Main Library. True or False?

8. Main Campus science libraries and the Music Library have their holdings reflected in STARS. True or False?

PRACTICUM EXAM QUESTION

On the Practicum Exam, you may be asked a question such as the following:

Can you identify where exactly the Special Collections Department (or any other area of the Main Library noted on your tour) is located?

ANSWERS TO REVIEW QUESTIONS--CHAPTER 1, LBR 150.
(Relevant workbook pages appear in parentheses.)

1. False (page 1)
2. True (page 1)
3. False (page 2, 1st paragraph)
4. False (page 2, Reference Room paragraph)
5. False. The Reference Room contains only reference books. The vast majority of books in the Main Library are located in the stacks. Other departments in the Main Library, such as the Music Library and Special Collections, have their own book collections.)
6. True (page 3, last paragraph)
7. True (page 3, last paragraph)
8. True (page 1, last paragraph)

CHAPTER TWO

HOW TO FIND BOOKS
WHEN YOU KNOW THE TITLE OR AUTHOR

After you have read this chapter you will become familiar with:

- The STARS system search by title
- The STARS system search by author

INTRODUCTION

The best way to find books in the main campus libraries is to use STARS (the Stony Brook Automated Retrieval System), the main campus computerized library catalog. STARS lists library materials held throughout the main campus library system. STARS terminals are found in all branch libraries and in many locations in the main library. (Materials in the Health Sciences Library are not included.)

In this chapter we will discuss how to search STARS by title or by the author's name.

It is not necessary to memorize any codes or instructions in order to search STARS. Explanatory pamphlets are available to guide you. The STARS System has "HELP" screens to explain procedures. To progress along in your search:

READ THE COMMAND INSTRUCTIONS AT THE BOTTOM OF EACH SCREEN.

TITLE SEARCH

All cataloged library materials including books, magazines, journals, motion pictures, sound recordings, plays, musical scores, government documents, technical reports, etc. are listed in STARS under **title**.

To search by title, type **t=** followed by the entire title or the beginning of the title. Then press the (return) key. Accurate spelling is essential for retrieval. Omit initial articles (a,an,the,la,los,de), punctuation and accent marks.

examples

t=urban econ (RETURN)	**OMIT** initial articles.
t=great gatsby (RETURN)	**OMIT** capitals
t=mr justice (RETURN)	**OMIT** all punctuation
t=miserable (RETURN)	**OMIT** accent marks
t=brother kara (RETURN)	enter **beginning** of title

AUTHOR SEARCH

To search by author type **a=** followed by the author's last name or a portion of the last name, then press the (return) key. If the last name is common, type the complete last name followed by the authors first name. Punctuation, capitalization and accents are not necessary.

Also use the "author" command, (**a=**) when looking for:
- an editor, compiler, translator, composer etc.
- an organization, institution or a conference.

Acronyms such as UNESCO or OPEC may be entered as such or spelled out. Likewise, abbreviations such as ASPCA may be entered as is or spelled out.

examples

a=holmes oliver	**type** the **last** name first followed by the first name or initial
a=proust m	punctuation and capitalization **are not necessary**
a=unesco	**acronyms** may be entered
a=ibm	**abbreviations** may be entered
a=harvard university	**institutions** may be searched

SEARCH RESULTS

STARS matches your request against the records in the database. When the system finds a record that contains your statement, it retrieves the record and displays it for you.

- When your search results in a large number of matches, a guide screen or an index screen will appear. The guide screen is a one-page summary of entries that match your search term. By selecting the appropriate group from the guide screen you will then see the index screen. On the index screen, authors, titles and year of publication will be displayed. You can then choose to view a bibliographic record screen, a description of the entry of your choice.

- If STARS reports "NO ENTRIES FOUND", this means that the item you want is not owned by our libraries, or has not yet been cataloged or that you made a mistake in your search statement. TRY AGAIN, then ask a librarian for help.

Q. WHAT ARE THE ELEMENTS OF A BIBLIOGRAPHIC RECORD?

A. A bibliographic record is a screen displaying a description of an item. Bibliographic records can be displayed in **Br**(brief) view or **LO**(long) view. Both views contain: author, title, publication, item description, subject headings, location, call number and circulation information. The long view also displays notes, contents, and descriptive data. STARS automatically displays the brief view. To see the long view, type **LO** (enter) at the command line.

The **subject headings** listed are Library of Congress Subject Headings. You can use these headings to find more material on the same topic.

The **location** tells you which library or library department houses the item.

The **call number** is the number assigned to the book which indicates its "address" on a shelf within the library system. We use Library of Congress call numbers.

The **status** indicates the circulation information. If a due date is given, then the item is on loan. If it states "NOT CHECKED OUT" it should be on the shelf.

Q. WHAT DOES A LIBRARY OF CONGRESS CALL NUMBER STAND FOR?

A. To locate the item you want, it is enough to know that each call number designates a specific location. In order to go to the open shelf in the stacks and browse by subject, it is worthwhile to become acquainted with the broad subject classification of your field of interest.

The Library of Congress Classification system separates all knowledge into 21 classes. Each class is identified by a letter of the alphabet; subclasses (more specific subject areas) are symbolized by a combination of letters. A call number always begins with a letter (or letters).

LC classes

A - general works
B - philosophy, religion
C - auxiliary sciences of history
D - history general & old world
E-F - history of America
G - geography, anthropology
H - social sciences
  HB-HJ - economics
  HM-HT - sociology
J - political science
K - law
L - education
M - music
N - fine arts
P - language & literature
Q - science
  QA - mathematics
  QC - physics
  QD - chemistry
  QK - botany
R - medicine
S - agriculture
T - technology
U - military service
V - naval service
Z - bibli. & library science

The result is that books about similar subjects will be shelved together, giving you the opportunity to browse the shelves in a call number range and discover additional books related to your area of interest.

After the letters, a call number includes numbers that more precisely identify the topic. Additional letters and numbers follow that identify the author's name. Finally a date may designate a particular edition, thus implying that there was an earlier edition.

The designation "oversize" is important. The "x" preceding the call number indicates a tall book. In most areas the tall books are shelved on special taller shelves near the regular collection.

IT IS IMPORTANT TO WRITE DOWN THE FULL CALL NUMBER ACCURATELY.

An **example of a LC call number**

BF	tells you that book is in the field of psychology
1099	further identifies the subject
.N53	further narrows the subject
H	first letter of author's last name
83	helps put the author in alphabetic order
1987	gives publication date

Q. HOW DO I FIND BOOKS WITHIN THE LIBRARY?

A. Examine the bibliographic record screen and copy down the **location** and **call number**. The next step is to go to that location yourself and find the material. A campus map is available at the main library reference desk to help you locate the branch libraries. A bookmark explaining the location of materials within the bookstacks is also available at the reference desk. Some items are kept in other departments of the main library building; consult the floor plan for specific locations.

Examples of Library locations listed on STARS

LOCATION	means
MAIN LIBRARY STACKS	Open stacks in Main Library, 3rd floor entrance
REFERENCE, Main Lib.	Reference Dept. in Main Library
BIOLOGY LIBRARY	Biology departmental library

CHAPTER TWO REVIEW QUESTIONS

Answers to questions are on page 14.

1. The name of the main campus library system online catalog is _____.

2. What is the basic search command when looking in STARS by author?_____.

3. What is the basic search command when looking in STARS by title?_____.

4. When looking up an author's name in STARS, type in the last name first. True or False?

5. A book which is a collection of essays should be listed in STARS under the compiler or editor as well as the title. True or False?

6. One result of the Library of Congress Classification system is that books on related subjects are shelved in the same vicinity. True or False?

7. No two books in our library will have exactly the same call number. True or False?

8. Sometimes a book's year of publication is the last part of its call number. True or False?

9. What would be the search statement on STARS for a book entitled The Last Picture Show?_____

10. What would be the search statement for a book entitled An Exodus Theology?_____

11. What would be the search statement for a book by Charles Dickens?_____

12. A small x in front of a call number means that a volume is_____.

13. STARS will tell you whether the book you want is out. True or False?

14. A handout which contains call letters and their locations in our library system is available at the Reference Desks. True or False?

15. Find the book A History of Western Music by Donald J. Grout published in 1988 on STARS. Look at the bibliographic record screen and answer the following questions:

The co-author is_____.
The publisher is_____, published in_____city.
This is the _____edition and there are _____pages.
The subject heading for the book is _____.
In which Library is this book located? _____.
What is the full call number? _____.

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Do we own the book Terror that Comes in the Night: an Experience by David Hufford? What is the call number?

2. Do we own the book Life beyond the Earth by Samuel Moffat? What is its call number?

3. Who wrote the book Reagan's America? Do we own any other books by this author?

4. How many editions of Auto Repairs for Dummies do we own? Where is the latest one located in the library?

ANSWERS TO REVIEW QUESTIONS--CHAPTER 2, LBR 150
(Relevant workbook pages appear in parentheses)

1. STARS (page 7)
2. a= (page 8)
3. t= (page 7)
4. True (page 8)
5. True (page 8, author search, paragraph 2)
6. True (page 10, paragraph 4)
7. True (This is implied in the text on page 10 although not specifically stated.)
8. True (page 10, paragraph 5)
9. t=last picture show (page 7, bottom)
10. t=exodus theology (page 7, bottom)
11. a=dickens charles (page 8, author search)
12. tall book (oversized) (page 10, last paragraph)
13. True (page 9, last paragraph)
14. True (page 11, middle)
15. C.V. Palisca
    Norton, New York City
    4th, 910
    music--history and criticism
    music
    ML160.G87 1988

CHAPTER THREE

HOW TO FIND BOOKS ON YOUR TOPIC USING STARS

The goal of this chapter is to teach you

- how to search STARS by subject to find material on your topic
- how to consult the Library of Congress List of Subject Headings to determine which terms are authorized.

INTRODUCTION

In this chapter we will discuss how to use STARS effectively to find out what books the library owns on the topic of your choice. (The method for finding articles in periodicals will be explained in another chapter.)

Authorized subject headings are assigned to all cataloged library materials (with the exception of fiction). The headings used in STARS are selected from the Library of Congress List of Subject Headings (LCSH). Therefore we will also explain some basics about this list of subject headings.

SUBJECT SEARCH

To search by subject, type the subject command **s=** followed by a subject term, then press the (return) key. Choosing the term to enter is an important decision.

It is possible to start your search with a subject term of your own and progress by following the reference instructions that appear on the terminal screen.

Or, you may consult the Library of Congress List of Subject Headings first to find the authorized subject heading that most closely reflects your topic and then enter it into the system and progress on-line.

NOTE: LCSH headings are potentially usable in our system. We say "potentially usable" because if we have **NO BOOKS** on a particular topic, we **Will NOT** include headings for that topic.

SEARCH RESULTS

The screens that appear while subject searching are similar to those you have seen when previously searching by title and author. You will see instructions on the screen which may help you improve your search strategy.

- Look at the top of the screen for search results.
- Read and follow the **commands** that appear at the bottom of the screen.

Alternative terms may have to be considered, additional terms may have to be entered. Decisions have to be made in subject searching.

During your class meeting, you will receive additional printed material and explanations to further illustrate subject searching, as well as the types of entries that result and how to proceed in locating items.

Q. WHAT IS THE LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS? WHERE IS IT LOCATED?

A. The Library of Congress List of Subject Headings is a three volume set of red books that list the subject headings we use in STARS.It is a system devised by the Library of Congress. Since the LCSH is the standard used by our library it is worthwhile becoming familiar with this tool. Sets of LCSH are located near many STARS terminals throughout the libraries on campus. A set is behind the Reference Desk.

Q. WHAT TYPE OF HEADINGS ARE LISTED IN THE LCSH?

A. In the LCSH volumes you will find:

- exact form of subject headings which may be used to search STARS. **Note BOLD FACED TERMS.**

- subdivisions of those headings
  (preceded by dashes)
  which will display automatically on screens if material on those topics exist in the STARS database. Subdivisions (also called sub-headings) narrow down broad subject headings.

- related subject terms
  (preceded by notations: **nt** for narrower term, **rt** for related term, or **bt** for broader term)
  which may help you expand or refine your search.

- terms which should **not** be used are preceded by **use** or notation **uf** for used for.

Q. HOW DOES ONE ENTER LCSH HEADINGS INTO STARS?

A. Once you have consulted the LCSH list it is important to enter the headings accurately. First type the subject command **s=** followed by the term.

Following are some basic rules and a few examples.

- Be careful not to abbreviate or omit words within the subject heading. You may shorten (truncate) the end of the subject heading.

- If you are using a subject heading that contains subdivisions, always put two hyphens between a subject heading and the subdivsions.

- **Ignore** punctuation, capital letters, and parentheses when typing in a subject heading.

- Proper names of most people, places, and organizations are not listed in LCSH but they may be used. Omit dates of birth and death.

examples

rule

no abbreviations

LC HEADING:	ENTER:
arts and children	s=arts and children
women in the motion picture industry	s=women in the motion

add two hyphens between subject heading and subdivision

LC HEADING:	ENTER
youth-alcohol abuse	s=youth--alcohol abuse
United States-history	s=united states--history

ignore punctuation

LC HEADING:	ENTER:
music, influence of	s=music influence of

ignore capitals

LC HEADING:	ENTER:
Rose Bowl Game, Pasadena, Calif	s=rose bowl game pasadena

ignore parenthesis

LC HEADING:	ENTER:
sunfish (sailboats)	s=sunfish sailboats

proper names

LC HEADING:	ENTER:
Brooklyn Bridge	s=brooklyn bridge
Washington, George, 1732-1791	s=washington george

KEYWORD SEARCHING

Keyword searching allows you to enter terms from different parts of the record. The keyword search command is **k=** followed by one or more terms with a connecting operator. Then press the (return) key. There are many options available when using the keyword command. Once you become more familiar with STARS basic keyword searches, you can type **exp k** and learn more about the possibilities in keyword searching.

Three types of keyword searches that you may find helpful at this stage are:

-a two term search
type in two significant terms separated by the word "and".

examples

k=children and alcohol	result: 4 titles
k=Japanese and dictionary	result: 25 titles
k=Hamlet and criticism	result: 83 titles

-author's last name and one significant word from the title.
type the author's last name and one significant word from the title separated by the word "and".

examples

k=galbraith and crash	result: 1 title
k=white and utopia	result: 2 titles

-a single term keyword search which can sometime yield more hits than another type of search.

examples

t=chocolate (result: 3 titles)	t=cacao (result: 5 titles)
s=chocolate (result: 2 titles)	s=cacao (result: 15 titles)
k=chocolate (result: 23 titles)	k=cacao (result: 20 titles)

Other Pointers Regarding Searching By Subject

Once you have a list of titles on your topic, you may notice that several of them are located on the same book shelf in the stacks as they have similar call numbers. Browsing in the stacks by call number can help you find additional material on your subject.

If a specific title which you want is not on the shelf, look up the known title or author on STARS and then note the subject headings on the screen. Use those subject headings to locate another item. In theory, the same subject headings should be assigned to books on similar subjects.

Subject searching can be somewhat of a challenge. Use some of the suggestions mentioned above. Read the instructions on the screens. Also, ask for help at the Reference Desk if you're stuck.

CHAPTER THREE REVIEW QUESTIONS
Answers are on following page.

1. The book that lists subject headings that can be looked up in STARS is entitled_____.

2. What is the basic search command when looking in STARS by subject?_____

3. All bold faced subject headings that appear in LCSH will appear in STARS. True or False?

4. George Bush's name does not appear in LCSH. If you wanted books specifically about him, what subject heading could you use?_____

5. Using a STARS terminal, determine if the library owns titles on the subject "medical emergencies." What other subject headings does STARS suggest to search under? _____
_____

6. Check the Library of Congress List of Subject Headings to see if the heading "Japanese Drama" is listed.
How many narrower terms (**NT**) are listed?_____
Search s=japanese drama in STARS.
How many other terms are suggested to also search under?____
Why is there a difference in numbers?_____
_____

7. Using STARS, enter the command, s=food in art.
How many items are listed?_____
Enter the command, k=food and art.
How many items are listed?_____

PRACTICUM EXAM QUESTIONS

On the practicum exam, you may be asked questions such as the following?

1. If you are looking for a book on the history of Minnesota, what would your STARS search statement be?

2. If you were looking for the book The Earth Shook, the Sky Burned, and it was out on loan, what subject heading would you enter in order to find a substitute book on the topic?

ANSWERS TO REVIEW QUESTIONS-- CHAPTER 3, LBR 150
(Relevant workbook pages appear in parentheses)

1. Library of Congress List of Subject Headings (pages 16 and 17)
2. s= (page 15, Subject Search paragraph)
3. False (page 15, last paragraph)
4. s=bush george (page 17, last paragraph)
5. yes
   accident,
   first aid in illness and injury,
   psychiatric emergencies
6. yes
   15
   4
   The library has titles on some, but not all the headings listed in the Library of Congress List of Subject Headings. (page 15, bottom)
7. 1
   15

CHAPTER FOUR

USING ENCYCLOPEDIAS

After reading this chapter you will be able to do the following:

- understand the difference between a general encyclopedia and a specialized encyclopedia
- use bibliographies at the end of encyclopedia articles to find additional sources of information
- recognize the difference between citations for books and those for journal articles.

INTRODUCTION

Encyclopedias are publications, usually multivolumed, that summarize the body of human knowledge. They are arranged alphabetically by subject, and the articles within are written and compiled by a staff of editors, consultants, and contributors who are authorities in their particular fields.

The library owns a number of general encyclopedias, which are revised regularly in order to keep pace with new developments. In addition to these general encyclopedias, we own a number of specialized encyclopedias devoted to coverage of particular fields within the sciences, social sciences, and the arts. Both general and specialized encyclopedias often include bibliographies at the end of many of the articles. These bibliographies provide the user with potential sources of further information.

An encyclopedia can be an excellent source of background information on a topic, especially one for which you need introductory material. Encyclopedias can help you to define your topic more precisely and thereby organize your search strategy for other more current or in-depth materials.

Following is a list of encyclopedias, both general and specialized, in the Reference Room.

GENERAL ENCYCLOPEDIAS

The New Encyclopaedia Britannica	General Encyclopedia Section
Chamber's Encyclopaedia	General Encyclopedia Section
Encyclopedia Americana	General Encyclopedia Section
World Book Encyclopedia	General Encyclopedia Section
Academic American Ecyclopedia	General Encyclopedia Section
Collier's Encyclopedia	General Encyclopedia Section

SPECIALIZED ENCYCLOPEDIAS IN THE SOCIAL SCIENCES

International Encyclopedia of the Social Sciences	Ref H40.A2 I5
International Encyclopedia of Psychiatry, Psychology, Psychoanalysis, and Neurology	Ref BF31.I57
Dictionary of American History	Ref E174.A43
Encyclopedia of American Economic History	Ref HC103.E52
Encyclopedia of Education	Ref LB15.E46
Encyclopedia of the Third World	Ref HC59.7.K87 1982
Encyclopedia of Social Work	Ref HV35.S6
International Encyclopedia of Statistics	Ref HA17.I63
Harvard Encyclopedia of American Ethnic Groups	Ref E184.A1 H35

SPECIALIZED ENCYCLOPEDIAS IN THE HUMANITIES

Encyclopedia of Philosophy	Ref B41.E5
Encyclopedia of Religion	Ref BL31.E46 1987
Encyclopedia of World Literature in the 20th Century	Ref PN771.E5
Grove's Dictionary of Music and Musicians	Ref ML100.G885
Encyclopedia of World Art	Ref N31.E533

SPECIALIZED ENCYCLOPEDIAS IN THE SCIENCES

Encyclopedia of Bioethics	Ref QH332.E52
McGraw-Hill Encyclopedia of Science and Technology	Ref Q121.M3
Van Nostrand's Scientific Encyclopedia	Ref Q121.V3 1982

Q. WHERE ARE THE ENCYCLOPEDIAS LOCATED IN THE REFERENCE ROOM?

A. General multivolume encyclopedias are located in the general encyclopedia section, which is behind the spiral staircase along the north side of the Reference Room. Specialized encyclopedias, however, are shelved according to their individual call numbers on the regular reference shelves. To find out whether the library owns an encyclopedia on a given topic, there are several search strategies you can use:

Some examples:

1. search STARS by subject heading, followed by "dictionaries" or "encyclopedias"
   For example: s=railroads--dictionaries

2. search STARS by title if you know it.
   For example: t=encyclopedia of the third world.

   Note: the word "encyclopedia" is sometime spelled with an extra a, as "encyclopaedia."

Q. HOW DOES A SPECIALIZED ENCYCLOPEDIA DIFFER FROM A GENERAL ENCYCLOPEDIA?

A. Specialized encyclopedias are concerned with a particular area of interest (such as philosophy or economics) and therefore will provide information on specific aspects of that area. Articles in specialized encyclopedias tend to be more technical and scholarly, being written for specialists or students in a specific field of study. Bibliographies at the end of articles in specialized encyclopedias cite writings which may be more scholarly than writings cited in general encyclopedias.

Q. HOW ARE ENCYCLOPEDIAS ARRANGED?

A. Nearly all encyclopedias are alphabetically arranged, and include <u>see</u> and <u>see also</u> references which direct readers to relevant articles. In addition, most multivolume encyclopedias include a separate index; the index often comprises an entire volume of the encyclopedia.

Q. ARE THE SUBJECT HEADINGS THAT APPEAR IN ENCYCLOPEDIAS CONSISTENT WITH ONE ANOTHER?

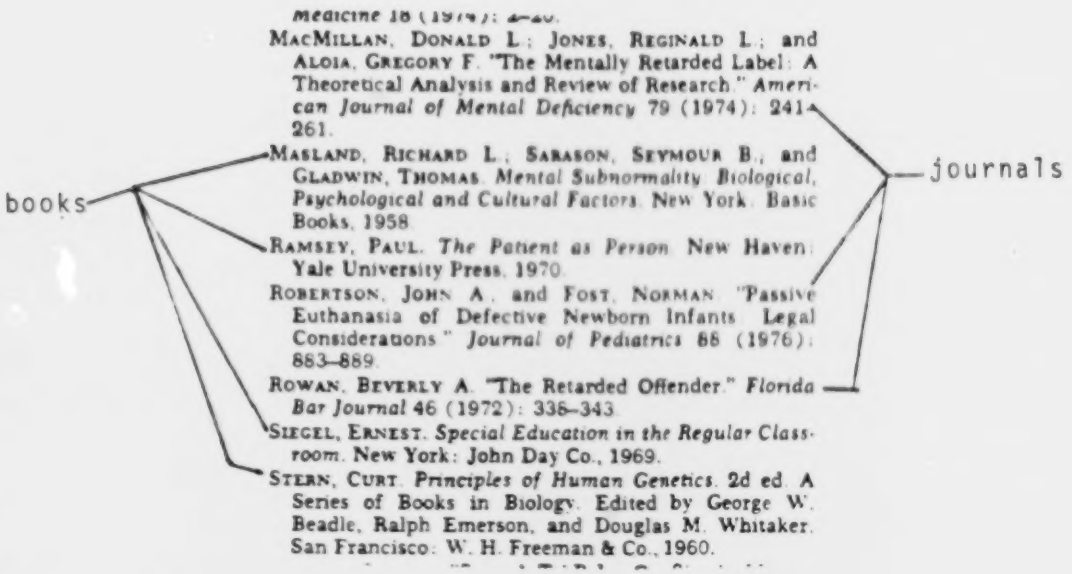
A. No. Because the publishers of encyclopedias vary, uniform subject headings do not exist. For example, information on parapsychology may be located under such headings as "psychological research," or "parapsychological phenomena, theories," depending on which encyclopedia you consult. Because of this inconsistency, you will have to determine the appropriate subject heading as you use the source.

Q. DOES THIS LIBRARY OWN THE ENCYCLOPEDIA JUDAICA?

A. Yes, but it is spelled Encyclopaedia Judaica.

Q. HOW ARE BIBLIOGRAPHIES IN ENCYCLOPEDIAS USEFUL?

A. The bibliographies at the end of encyclopedia articles can direct you to more exhaustive works on your subject. The writings cited are considered by the author to be among the most important ones on the topic. Following is an example of a bibliography that follows an article in the Encyclopedia of Bioethics.



Medicine 18 (1976): 4–20.

MacMillan, Donald L.; Jones, Reginald L.; and Aloia, Gregory F. "The Mentally Retarded Label: A Theoretical Analysis and Review of Research." *American Journal of Mental Deficiency* 79 (1974): 241–261.

Masland, Richard L.; Sarason, Seymour B.; and Gladwin, Thomas. *Mental Subnormality: Biological, Psychological and Cultural Factors*. New York: Basic Books, 1958.

Ramsey, Paul. *The Patient as Person*. New Haven: Yale University Press, 1970.

Robertson, John A., and Fost, Norman. "Passive Euthanasia of Defective Newborn Infants: Legal Considerations." *Journal of Pediatrics* 88 (1976): 883–889.

Rowan, Beverly A. "The Retarded Offender." *Florida Bar Journal* 46 (1972): 338–343.

Siegel, Ernest. *Special Education in the Regular Classroom*. New York: John Day Co., 1969.

Stern, Curt. *Principles of Human Genetics*. 2d ed. A Series of Books in Biology. Edited by George W. Beadle, Ralph Emerson, and Douglas M. Whitaker. San Francisco: W. H. Freeman & Co., 1960.

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Usually, citations for books will include the name of the author, the book title, the place of publication, and the year in which the book was published. A journal article is cited quite differently. The author's name is followed by the title of the article (usually but not always in quotation marks), which is then followed by the name of the journal, the volume number, the year of publication, and the page numbers of the article. It is rare to see a place of publication or the name of a publisher given in a journal citation.

CHAPTER FOUR REVIEW QUESTIONS

Answers are on following page.

1. Articles in encyclopedias are written by experts in their fields. True or False?

2. Many encyclopedia articles end with bibliographies containing listings of additional relevant works. True or False?

3. There is a separate section in the Reference Room for general encyclopedias. True or False?

4. There is a separate section for specialized encyclopedias. True or False?

5. Specialized encyclopedias are written by specialists for other specialists and students, and are therefore at a more "advanced" level than are general encyclopedias. True or False?

6. Encyclopedias tend to all use the same set of subject headings in their indexes. True or False?

7. Bibliographies at the end of encyclopedia articles can lead you to other writings on your research topic. True or False?

8. Using the examples below, identify all the citations that are journal articles._____

_____

_____

EDEN, WILLIAM. *Principles of Penal Law*. London: White, 1771.

FARRAR, JOHN J. *Law Reform and the Law Commission*. London: Sweet & Maxwell, 1974.

FRIEDLAND, M. L. "R. S. Wright's Model Criminal Code." *Oxford Journal of Legal Studies* 1 (1981): 307–346.

GARDINER, GERALD, and CURTIS-RALEIGH, NIGEL. "The Judicial Attitude to Penal Reform." *Law Quarterly Review* 65 (1949): 196–219.

GLAZEBROOK, P. R., ed. *Reshaping the Criminal Law: Essays in Honour of Glanville Williams*. London: Stevens, 1978. The essays by Cross, Hodgson, and Spencer are especially relevant.

HALE, MATTHEW. *The History of the Pleas of the Crown* (1685; first publication, 1736). 2 vols. Edited by W. A. Stokes and E. Ingersoll. Philadelphia: Small, 1847.

HAWKINS, WILLIAM. *Pleas of the Crown* (1716–1721). 8th ed. Edited by J. Curwood. London: Butterworth, 1824.

ILBERT, C. P. *Legislative Methods and Forms*. Oxford: Oxford University Press, Clarendon Press, 1901.

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PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using one of the encyclopedias listed in chapter 4 of your workbook, find a general encyclopedia article on the industrial revolution.

2. Using one of the specialized encyclopedias listed in your workbook, find an article on the education of mentally handicapped children.

3. Using an encyclopedia bibliography on the artist Picasso, find two cited works that this library owns.

4. Find an article on Picasso in a general encyclopedia and another in a specialized one.

5. Using an encyclopedia bibliography, differentiate between the books and articles cited.

ANSWERS TO REVIEW QUESTIONS--CHAPTER 4, LBR 150.

(Relevant workbook pages are noted in parentheses.)

1. True (p. 23, Introduction, paragraph 1)
2. True (p. 23, Introduction, paragraph 2)
3. True (p. 25, top)
4. False (p. 25, top)
5. True (p. 25, middle)
6. False (p. 26, top)
7. True (p. 26, middle)
8. Journal articles appearing in the examples were written by Friedland; Gardiner.

CHAPTER FIVE

SUBJECT BIBLIOGRAPHIES

After reading this chapter, you will know:

- what a subject bibliography is and how to use it in your research

- how to find subject bibliographies in the reference room.

Q. WHAT IS A SUBJECT BIBLIOGRAPHY?

A. A subject bibliography is a book that lists writings on a specific topic. These listed writings can be books, journals, newspaper articles, and other sources of information. Many subject bibliographies will include brief annotations (summaries) of the writings that are listed.

An example of a subject bibliography located in the reference room is:

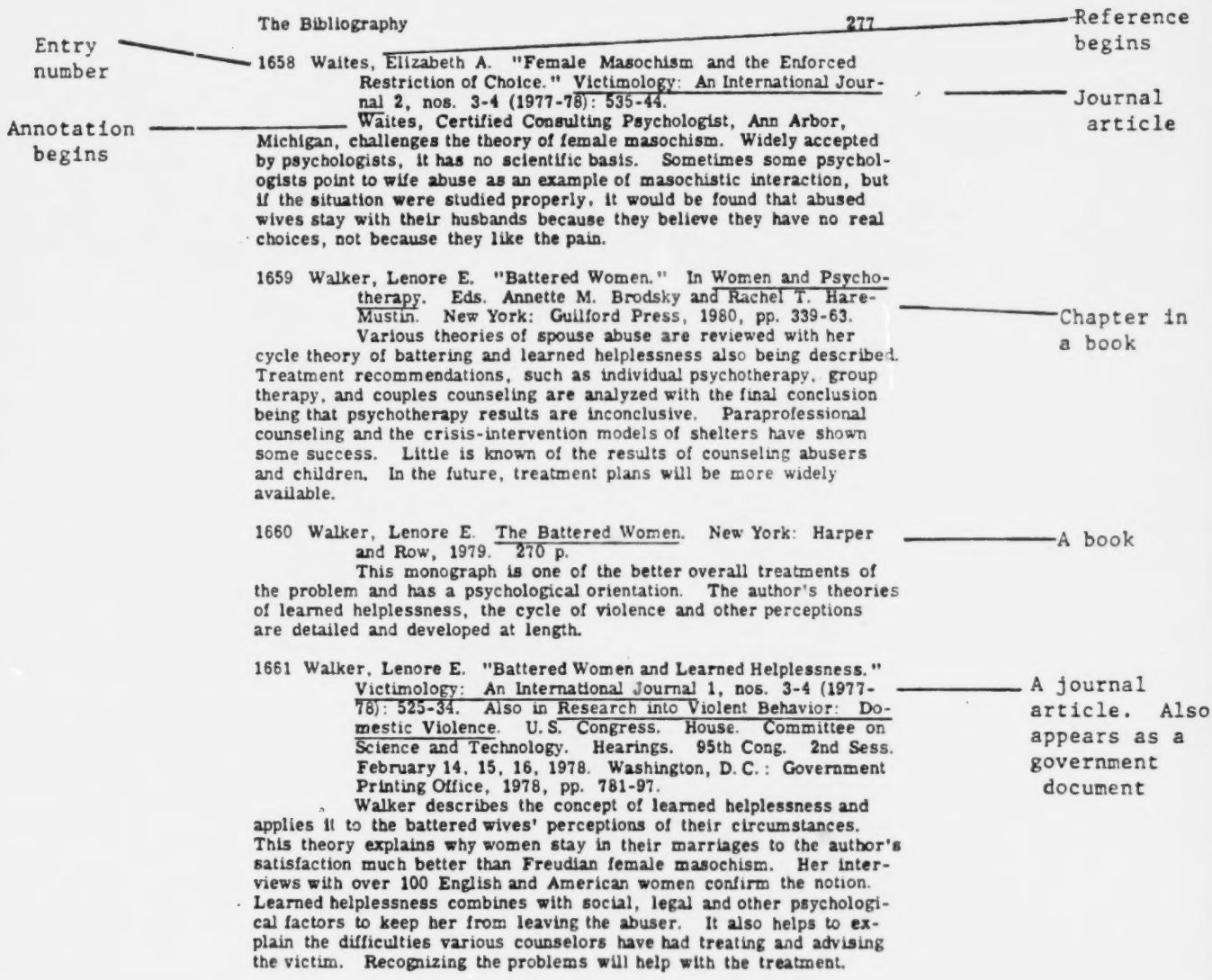
Spouse Abuse: An Annotated Bibliography of Violence Between Mates (Ref HV6626.E531986), by Eugene A. Engeldinger.

This 317 page book lists and annotates 1,783 writings which deal with various aspects of wife and husband abuse. An excerpt from this bibliography appears on the next page.

Q. HOW DO YOU USE A SUBJECT BIBLIOGRAPHY?

A. As with most subject bibliographies, the references in Engeldinger's work are sequentially numbered (that is, numbered 1, 2, 3, 4, etc., as they appear in the book).

From Engeldinger's subject bibliography, Spouse Abuse, 1986, p. 277.


The Bibliography 277
Entry number
Reference begins
1658 Waites, Elizabeth A. "Female Masochism and the Enforced Restriction of Choice." Victimology: An International Journal 2, nos. 3-4 (1977-78): 535-44.
Journal article
Annotation begins
Waites, Certified Consulting Psychologist, Ann Arbor, Michigan, challenges the theory of female masochism. Widely accepted by psychologists, it has no scientific basis. Sometimes some psychologists point to wife abuse as an example of masochistic interaction, but if the situation were studied properly, it would be found that abused wives stay with their husbands because they believe they have no real choices, not because they like the pain.
1659 Walker, Lenore E. "Battered Women." In Women and Psychotherapy. Eds. Annette M. Brodsky and Rachel T. Hare-Mustin. New York: Guilford Press, 1980, pp. 339-63.
Chapter in a book
Various theories of spouse abuse are reviewed with her cycle theory of battering and learned helplessness also being described. Treatment recommendations, such as individual psychotherapy, group therapy, and couples counseling are analyzed with the final conclusion being that psychotherapy results are inconclusive. Paraprofessional counseling and the crisis-intervention models of shelters have shown some success. Little is known of the results of counseling abusers and children. In the future, treatment plans will be more widely available.
1660 Walker, Lenore E. The Battered Women. New York: Harper and Row, 1979. 270 p.
A book
This monograph is one of the better overall treatments of the problem and has a psychological orientation. The author's theories of learned helplessness, the cycle of violence and other perceptions are detailed and developed at length.
1661 Walker, Lenore E. "Battered Women and Learned Helplessness." Victimology: An International Journal 1, nos. 3-4 (1977-78): 525-34. Also in Research into Violent Behavior: Domestic Violence. U.S. Congress. House. Committee on Science and Technology. Hearings. 95th Cong. 2nd Sess. February 14, 15, 16, 1978. Washington, D.C.: Government Printing Office, 1978, pp. 781-97.
A journal article. Also appears as a government document
Walker describes the concept of learned helplessness and applies it to the battered wives' perceptions of their circumstances. This theory explains why women stay in their marriages to the author's satisfaction much better than Freudian female masochism. Her interviews with over 100 English and American women confirm the notion. Learned helplessness combines with social, legal and other psychological factors to keep her from leaving the abuser. It also helps to explain the difficulties various counselors have had treating and advising the victim. Recognizing the problems will help with the treatment.

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If you are interested in a specific aspect of spouse abuse, you will probably not want to browse through the entire bibliography looking for just those items that may be relevant to your research. Fortunately, most subject bibliographies have a subject index, usually located at the end of the book, which can be used to identify writings on your specific research questions.

Part of the subject index of Engeldinger's book appears below.

1714, 1715, 1732, 1769
Children, physical punishment of 960
Children in spouse-abuse shelters 778, 779, 780, 781, 831, 977, 1052, 1269
Children of abused, therapy for 22, 121
Children's books, violence in 776
Chinese-Canadians 964
Chiswick Women's Aid 80, 180, 194, 269, 537, 590, 689, 712, 723, 1074, 1263, 1265, 1268, 1269, 1435, 1575, 1602
Christianity 751, 1108, 1168, 1229, 1248, 1365, 1616
Citizen assistance to police 1169
Citizen Dispute Settlement Center 334, 335
Citizen Victim Complaint Unit 1407
Citizens Complaint Center 500
Community dispute [illegible] centers 334, 335
Community services 314, 320, 348, 370, 682, 724, 727, 876, 896, 906, 993, 1067, 1106, 1120, 1121, 1213, 1227, 1254, 1258, 1434, 1756, 1757
Compulsive masculinity 198, 1601
Conciliation courts 468, 1223
Conflict Tactics Scales 1533, 1534, 1536, 1574
Conjoint therapy 120, 506, 598, 600, 601, 1020, 1420
Connecticut 842
Constructive aggression 43
Coping responses of victims 647, 809, 1253, 1279
Counselling abusers 99, 572, 573, 574, 575, 578, 579, 580, 600, 605, 637, 1049, 1166, 1277, 1470, 1668, 1675, 1679, 1701, 1716
Counselling victims 48, 285, 289, 525, 530, 600, 624, 688, 729, 733, 740, 752.

The numbers which follow the entries in the subject index refer to the numbered items in the main section of the bibliography. For example, items numbered 22 and 121 in the bibliography give information about therapy for children of abused parents. You can look up the references and annotations of these writings in the main section of the book and, if they seem to be related to your topic, you can consult STARS to see whether they are owned by the library; remember in the case of journal articles to ask STARS for the name of the journal, not the author or title of the article.

Q. WHAT ARE THE ADVANTAGES OF SUBJECT BIBLIOGRAPHIES?

A. A subject bibliography can be a very handy source because it lists numerous writings on a given topic written over several years, all in one book. This is in contrast to other reference sources, such as periodical indexes (to be discussed in the next chapter), which may require looking through a number of volumes under a particular subject heading.

Another advantage is that many subject bibliographies provide annotations which can be quite helpful in identifying the most relevant writings in the researcher's area of interest.

Still another is that many book-length subject bibliographies give good subject access to topics, providing their subject indexes are well done and consist of terms that are specific and have clear meanings.

One possible drawback of subject bibliographies is that they can become outdated. You should always be aware of the publication date of any subject bibliography you use, and the time period it covers (this is usually stated in the title or the introduction to the bibliography). That way, you will know how current the information is, and whether you need to find references to more recently published material on your topic to supplement and update the information you get from the subject bibliography. For example, Eugene Engeldinger's bibliography was published in 1986. To find references to research about spouse abuse published since 1986, you would have to use more current sources such as periodical indexes which are published at regular intervals. Again, periodical indexes will be covered in the following chapter.

Q. HOW DO YOU FIND SUBJECT BIBLIOGRAPHIES ON YOUR TOPIC?

A. There are several ways to find subject bibliographies on the topic you are researching. One of these is to browse through the section in the reference stacks where books on your topic are shelved. If you do not know where this section is, ask a reference librarian to show you.

Another way to find book-length bibliographies is to use STARS. Look up the appropriate heading or headings for your topic (you may need the Library of Congress List of Subject Headings to do this) and add the subheading "Bibliography" to it. The Engeldinger book, for example, appears in STARS under the following heading:

WIFE ABUSE--BIBLIOGRAPHY

A third way to find subject bibliographies on a topic, including bibliographies which are not entire books, is to use the Bibliographic Index (reference room, index shelf 12).

This index lists bibliographies which have fifty or more entries in them, and which have appeared in any of approximately 2,400 periodicals, as well as in books or pamphlets. Using Bibliographic Index, look up the subject heading for your topic and note down the references under that heading which appear most relevant to you.

To determine whether the library owns any of the cited bibliographies, references should be looked up in STARS. Below is an excerpt from the 1987 volume of Bibliographic Index showing the entries listed under "Spouse Abuse." Notice that the first entry is a reference to Engeldinger's book; the second entry is a reference to a bibliography that was published at the end of a journal article.

Wife abuse
See also
Abused wives
Engeldinger, Eugene A. Spouse abuse; an annotated bibliography of violence between mates. Scarecrow Press 1986 317p
Straus, M. A. and Gelles, R. J. Societal change and change in family violence from 1975 to 1985 as revealed by two national surveys. *J Marriage Fam* 48:477-9 Ag '86
Wife battering *See* Wife abuse
Wife beating *See* Wife abuse
Wild animal collecting
See also

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SUMMARY

A subject bibliography lists, in one volume, many sources of information for a specific topic. These sources may be books, journal articles, newspaper articles, etc.

Two major advantages of subject bibliographies are:

1. they list many works for a number of years in one volume as opposed to other kinds of indexes which require looking through many volumes.

2. they often contain summaries or annotations of the works listed.

Three ways to locate subject bibliographies are:

1. browse the section in the reference room where reference books related to your topic are shelved.

2. look in STARS under your topic with the subheading "bibliography" added to it (e.g. "Spouse abuse-- Bibliography").

3. use the reference source Bibliographic Index to identify subject bibliographies on your topic and then check STARS to determine whether the library owns them.

CHAPTER FIVE REVIEW QUESTIONS

Answers to questions are on following page.

1. Subject bibliographies list writings on a specific subject. True or False?

2. Subject bibliographies are usually one physical book. True or False?

3. Items in a subject bibliography are usually numbered sequentially. True or False?

4. Subject bibliographies do not list newspaper articles. True or False?

5. Many subject bibliographies include a subject index. True or False?

6. An annotation is a summary. True or False?

7. Many subject bibliographies provide annotations for each item listed. True or False?

8. One disadvantage of subject bibliographies is that they are usually only one book in length. True or False?

9. Subject bibliographies are especially good at identifying items written during the current year. True or False?

10. One disadvantage of subject bibliographies is that they can become outdated. True or False?

11. Periodical indexes are a type of reference source that can be used to find recent writings on a topic. True or False?

12. There are several ways to find subject bibliographies on your own. Browsing by call number is <u>not</u> one of them. True or False?

13. "Baseball" is a Library of Congress subject heading. To find a subject bibliography on baseball, you could look in STARS under the heading, "Baseball--Bibliography. True or False?

14. Subject bibliographies are listed in a reference source entitled <u>Biography Index</u>. True or False?

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. On your own, find a subject bibliography in the reference room which lists writings on the topic "creativity."

2. Using that bibliography, locate a listing that deals specifically with creativity in music.

3. Find a bibliography that deals with an American ethnic group of your choice. Is the bibliography annotated?

4. Using a subject bibliography, find a listing for a book. Find a listing for a chapter in a book. Find a listing for a journal article.

5. Using a recent volume of Bibliographic Index, find a listing for a subject bibliography on social medicine. Can you interpret the information given in the citation?

ANSWERS TO REVIEW QUESTIONS--CHAPTER 5, LBR 150.

(Relevant workbook pages appear in parentheses.)

1. True (page 31, middle)
2. True (Never really explicitly stated in chapter, but true.)
3. True (page 32, top)
4. False (page 31, middle)
5. True (page 33, 1st paragraph)
6. True (page 31, middle)
7. True (page 31, middle; page 34, 2nd paragraph)
8. False (page 34, 1st paragraph)
9. False (page 34, last paragraph)
10. True (page 34, last paragraph)
11. True (page 34, last paragraph)
12. False (page 35, 1st paragraph)
13. True (page 35, 2nd paragraph)
14. False; the source is entitled Bibliographic Index. (page 35, paragraphs 3, 4, and 5)

CHAPTER SIX

PERIODICAL INDEXES AND ABSTRACTING SOURCES

After completing this chapter you will be able to:

- use a periodical index to find an article on a topic
- differentiate between a periodical index and an abstracting source
- use an abstracting source to find books and articles on a topic
- become familiar with computerized information retrieval: on-line searching and CD ROM searching
- use STARS and the Stony Brook Serials Holdings List to find periodical articles in our library system.

I. USING PERIODICAL INDEXES

Q. WHAT IS A PERIODICAL INDEX?

A. A periodical index is an alphabetical list of "citations"-- brief bibliographic descriptions of specific articles in periodicals (journals and magazines), entered under either author or subject. Note that, like subject headings in STARS, those indexes can also have sub-headings. An example of an index on computer is Academic Index. Most of our indexes are in book form: multi-volume sets, with each volume covering a particular time period, usually one year. Some, like Reader's Guide to Periodical Literature, index popular periodicals such as Time, Psychology Today, and Newsweek. Others index more specialized or scholarly periodicals. Education Index, for instance, covers periodicals which publish articles on educational topics.

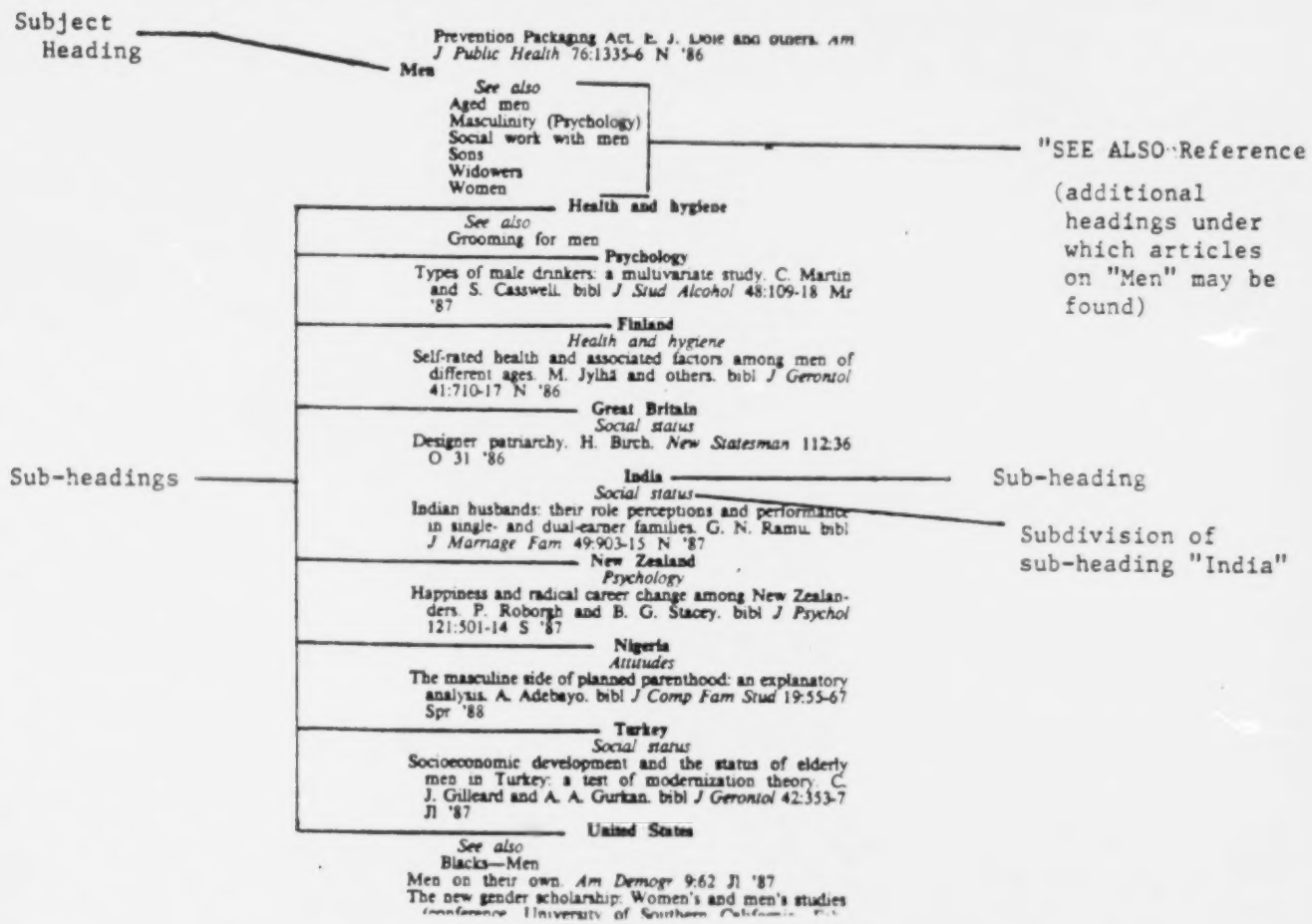
Some users wonder why it is necessary to use periodical indexes. Why not just use STARS or skim through periodicals until you find an article on your topic? We recommend the use of periodical indexes for two reasons: first, STARS DOES NOT LIST individual articles; second, while it is possible to skim through many issues of a likely periodical and possibly find some articles on your topic, it is much more efficient to use a periodical index which leads you directly to a large number of articles on that topic, some perhaps in periodicals you may not have thought of.

What follows describes the format in which information is presented in a periodical index in book form. Although these indexes vary, some of the most important use a similar format.

Q. HOW DO YOU USE A PERIODICAL INDEX IN BOOK FORM?

A. The following example illustrates the use of a periodical index; it is an excerpt from the Social Sciences Index, which provides references to articles in over 200 periodicals in the fields of psychology, sociology, anthropology, political science, economics, and related social sciences. The illustration shows what you would find if you looked up the topic "Men" in this index.

Excerpt from Social Sciences Index, Apr 1987-Mar 1988, p.1010


Subject Heading
Prevention Packaging Act. E. J. Lioie and others. Am J Public Health 76:1335-6 N '86
Men
See also
Aged men
Masculinity (Psychology)
Social work with men
Sons
Widowers
Women
"SEE ALSO" Reference
(additional headings under which articles on "Men" may be found)
Health and hygiene
See also
Grooming for men
Psychology
Types of male drinkers: a muluvariate study. C. Martin and S. Casswell. bibl J Stud Alcohol 48:109-18 Mr '87
Finland
Health and hygiene
Self-rated health and associated factors among men of different ages. M. Jylhä and others. bibl J Gerontol 41:710-17 N '86
Great Britain
Social status
Designer patriarchy. H. Birch. New Statesman 112:36 O 31 '86
Sub-headings
India
Sub-heading
Social status
Indian husbands: their role perceptions and performance in single- and dual-earner families. G. N. Ramu. bibl J Marriage Fam 49:903-15 N '87
Subdivision of sub-heading "India"
New Zealand
Psychology
Happiness and radical career change among New Zealanders. P. Roborgh and B. G. Stacey. bibl J Psychol 121:501-14 S '87
Nigeria
Attitudes
The masculine side of planned parenthood: an explanatory analysis. A. Adebayo. bibl J Comp Fam Stud 19:55-67 Spr '88
Turkey
Social status
Socioeconomic development and the status of elderly men in Turkey: a test of modernization theory. C. J. Gilleard and A. A. Gurkan. bibl J Gerontol 42:353-7 Jl '87
United States
See also
Blacks—Men
Men on their own. Am Demogr 9:62 Jl '87
The new gender scholarship: Women's and men's studies

BIBLIOGRAPHIC CITATIONS

A reference which provides enough information to enable the user to identify and locate an article is called a bibliographic citation. One of the bibliographic citations listed on the previous page under the subject heading "Men--Finland--Health and hygiene" is:

> **Self-rated health and associated factors among men of different ages. M. Jylha and others. bibl J Gerontol 41:710-17 N '86**

This citation may be broken down into the following elements:

TITLE OF THE ARTICLE:
Self-rated health and associated factors among men of different ages.

AUTHORS: M. Jylha and others.

SPECIAL FEATURES:
bibl (This indicates that a bibliography is included in the article.)

TITLE OF THE PERIODICAL IN ABBREVIATED FORM:
J Gerontol (A list in the front of the index gives the full title of the periodical, which you will need to locate it in the library).

VOLUME NUMBER: 41

PAGE NUMBERS OF THE ARTICLE: 710-17 (pages 710 through 717)

DATE OF THE PERIODICAL ISSUE : N '86 (November 1986)

More on periodical index citations: A number of special feature abbreviations are commonly used in these citations. As noted above, "bibl" means that a bibliography is included in the article. Other special features are "bibl f" (which means the article cites other works at the bottom of its pages as footnotes), "il" (illustrations such as drawings and photographs are included in the article), and "por" (one or more portraits of a person are included). Special feature notes used by a particular periodical index are typically explained on a page of abbreviations near the front of the index in question.

SOME MAJOR PERIODICAL INDEXES IN THE REFERENCE ROOM

Academic Index (Infotrac)	on compact disc near reference desks
Art Index	(index shelf 7)
Business Periodicals Index	(index shelf 12)
Education Index	(index shelf 4)
Humanities Index	(index shelf 3)
Index to Legal Periodicals	(index shelf 12)
Public Affairs Information Service Bulletin (P.A.I.S)	(index shelf 6)
Reader's Guide to Periodical Literature	(index shelf 1)
Social Sciences Index	(index shelf 3)

In addition to the above, there are many other periodical indexes in the reference room. Different ones cover different types of periodicals, some with articles aimed at the general public (i.e. popular magazines such as Time, Sports Illustrated, Working Woman), and some written for experts and students in a particular scholarly or technical field such as psychology, physics, engineering, or English literature. Periodicals containing scholarly or technical articles are often referred to as "journals."

In terms of the list above, if you need popular articles (written for the non-specialist), look in Reader's Guide to Periodical Literature, an index to many popular American magazines. Articles from a mix of popular and scholarly periodicals are listed in Academic Index, Business Periodicals Index, and P.A.I.S. The other indexes named above record articles from scholarly journals. (Abstracting sources, covered in section III of this chapter, also tend to index scholarly journals.)

The above are only examples. Ask a librarian about periodical indexes in particular fields of study, or ask STARS (s=music--indexes, for example). Keep in mind that the science libraries, the Music Library, and the Health Sciences Library all have special periodical indexes in their subject areas.

II. DETERMINING WHETHER THE LIBRARY OWNS AN ARTICLE

After finding citations on the topic of your choice and looking up the full names of the periodicals in the front of the volume, the next step is to determine whether the library owns the periodicals in question. The first important point to remember is to LOOK FOR THE JOURNAL TITLE, not the author or title of the article. For the citation on page 45, you would use the search statement t=journal of gerontology. Articles as such are not listed in any library catalog.

Since no library can afford to buy all the periodicals cited in all the periodical indexes, it is necessary to check the title of the periodical in either STARS or the Stony Brook Serials Holdings List. STARS lists only periodicals on the main campus (not the Health Sciences Library). The Stony Brook Serials Holding List lists (in alphabetical order) the periodical holdings of the Health Sciences Library as well as the main campus libraries.

Q. WHERE IS THE SERIALS HOLDINGS LIST LOCATED?

A. The Stony Brook Serials Holdings List is a four-volume set of books located on the counter behind the reference desks and at other locations throughout the library system.

Q. HOW DO I LOOK UP THE ARTICLE IN THE SERIALS LIST?

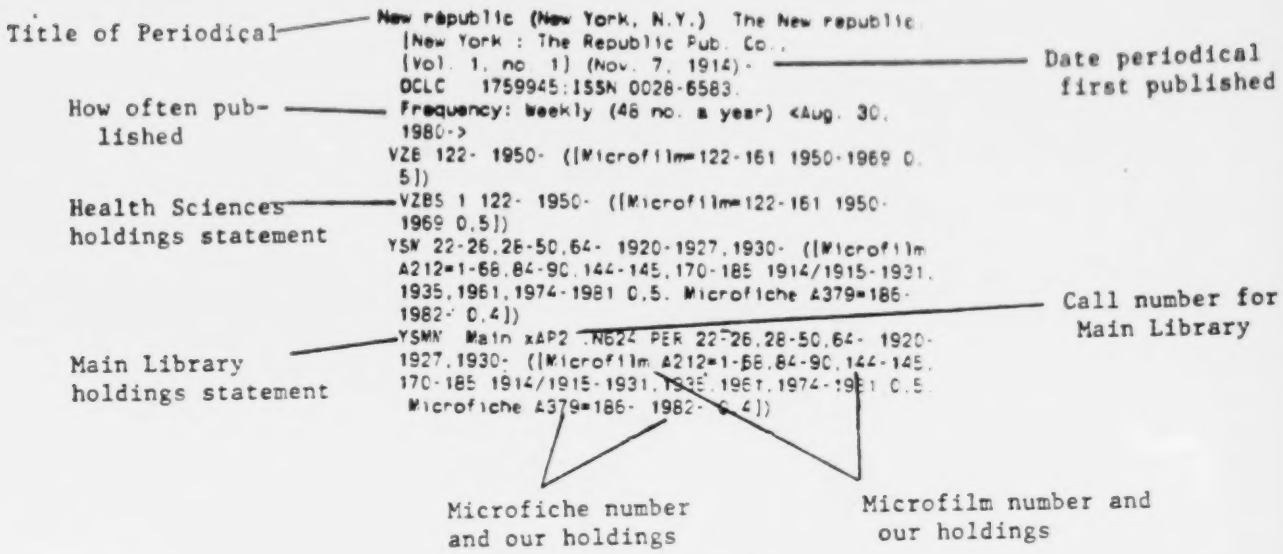
A. Do not look up the article itself. Instead, look under the name of the periodical containing the article.

Q. IF I FIND A LISTING FOR THE PERIODICAL, DOES THAT MEAN SOME LIBRARY ON MAIN CAMPUS OR AT HEALTH SCIENCES OWNS IT?

A. Yes. But there are a few titles not listed: some older periodicals and many government periodicals owned by the library. For more information on such titles, see a reference librarian.

Q. HOW DOES ONE USE THE SERIALS HOLDINGS LIST?

A. First, you look up a periodical title in the appropriate alphabetical volume of the Serials List. The example that follows shows you what the entry looks like for the magazine the New Republic. Remember to drop the word "the."


Title of Periodical
New republic (New York, N.Y.) The New republic
[New York : The Republic Pub. Co.,
[Vol. 1, no. 1] (Nov. 7, 1914)-
OCLC 1759945:ISSN 0028-6583.
Date periodical first published
How often published
Frequency: Weekly (46 no. a year) <Aug. 30, 1980->
VZB 122- 1950- ([Microfilm=122-161 1950-1969 0.5])
Health Sciences holdings statement
VZBS 1 122- 1950- ([Microfilm=122-161 1950-1969 0,5])
YSM 22-26,28-50,64- 1920-1927,1930- ([Microfilm A212=1-68,84-90,144-145,170-185 1914/1915-1931, 1935,1961,1974-1981 0,5. Microfiche A379=186- 1982- 0,4])
Call number for Main Library
Main Library holdings statement
YSMM Main xAP2 .N624 PER 22-26,28-50,64- 1920-1927,1930- ([Microfilm A212=1-68,84-90,144-145, 170-185 1914/1915-1931,1935,1961,1974-1981 0,5. Microfiche A379=186- 1982- 0,4])
Microfiche number and our holdings
Microfilm number and our holdings

The information that is most important for you to decipher here are the location, call number, and holdings (how much of the periodical the library owns). Health Sciences holdings are indicated by the letters VZB, main campus holdings by YSM, followed by a letter indicating the Main Library or branch library; the details of this code are given in the front of the Serials List. The code for Main Library, for example, is YSMM, for the ESS Library YSMG, etc.

In the illustration, both the Health Sciences Library and the Main Library own New Republic. The Main Library's holdings are in bound volumes, microfilm, and microfiche. We own scattered bound holdings up to 1930, from which time on we have every year in bound volumes, all shelved under the call number xAP2.N624. (1930- means 1930 to date). We also have scattered holdings in microfilm through 1981. The microfilm number is A212. From 1982 on we have New Republic on microfiche as well as in bound volumes. The microfiche number is A379. If you have trouble deciphering holdings statements, ask a librarian to help you.

Q. WHERE DOES ONE GO TO FIND NEEDED PERIODICALS?

A. Once you have the call number, go to the Current Periodicals Room, the book stacks, the microforms area, or the appropriate branch library to find the periodical that you are looking for. In the Main Library, recent issues (roughly the current year) are shelved in alphabetical order in the Current Periodicals Reading Room. Older issues are bound and shelved by call number in the stacks among the books or, if on microfilm or microfiche, are housed in the microforms collection on the second floor of the reference room.

Many periodicals are located in the science libraries, the Music Library, or the Health Sciences Library. The holdings statement in the Serials List will indicate this by the four-letter code for each library location. In STARS, the library owning a given periodical will be spelled out right above the call number.

III. ABSTRACTING SOURCES

Q. WHAT IS AN ABSTRACTING SOURCE?

A. An abstract is a summary. An abstracting source, like an index, is a reference book or CD ROM that contains a list of writings in a particular field. Unlike an index, it also contains a brief abstract (summary) of each item listed. Some common abstracting sources in book form are Psychological Abstracts, Women Studies Abstracts, and Sociological Abstracts. In CD ROM (computer) form, this library owns Psychlit (equivalent to Psychological Abstracts) and ERIC, in the field of education.

As with periodical indexes, these sources provide both author and subject approaches to their listings. They differ from periodical indexes in the following ways:

1. Abstracting sources contain summaries of writings; periodical indexes do not.

2. In addition to citing periodical articles, abstracting sources may include listings for books, dissertations, and research reports.

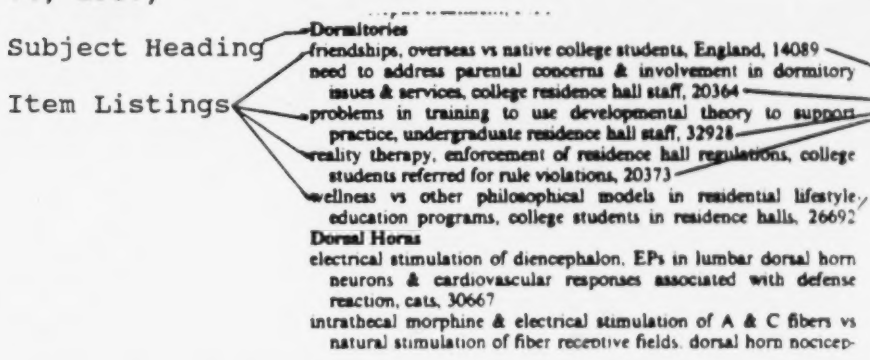
3. Abstracting sources in book form are often divided into three major sections: the collection of abstracts proper, which is frequently in numerical order, plus a subject index and an author index.

Q. HOW DO I USE AN ABSTRACTING SOURCE IN BOOK FORM TO FIND MATERIAL ON MY TOPIC?

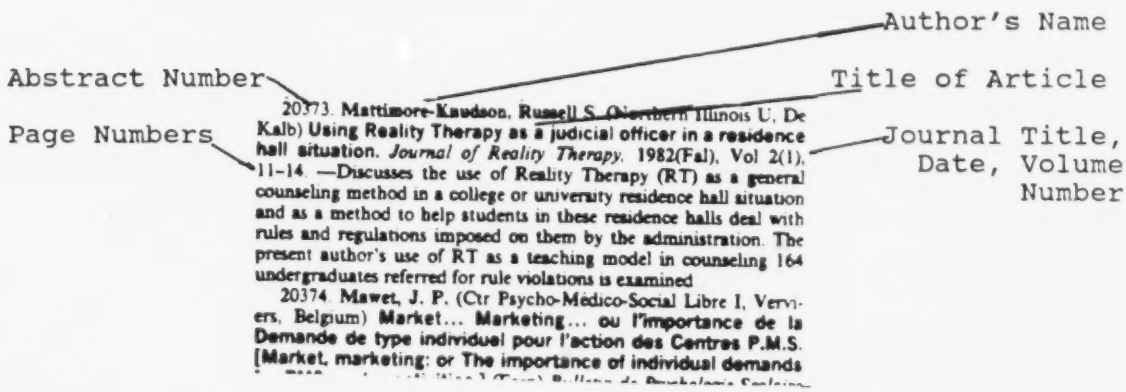
A. The search method is a four-step procedure. For example, suppose you are trying to find information about the impact of dormitory life on college students and you want to use Psychological Abstracts as a source:

Step 1. Consult the subject index for a particular year (the word "index" appears on the spine if it is in a separate volume; in some cases, the index may be at the back of the abstract volume.)

(Excerpt is from the subject index of Psychological Abstracts, vol. 74, 1987)


Subject Heading
Item Listings
Abstract Numbers
Dormitories
friendships, overseas vs native college students, England, 14089
need to address parental concerns & involvement in dormitory issues & services, college residence hall staff, 20364
problems in training to use developmental theory to support practice, undergraduate residence hall staff, 32928
reality therapy, enforcement of residence hall regulations, college students referred for rule violations, 20373
wellness vs other philosophical models in residential lifestyle/ education programs, college students in residence halls, 26692
Dorsal Horns
electrical stimulation of diencephalon, EPs in lumbar dorsal horn neurons & cardiovascular responses associated with defense reaction, cats, 30667
intrathecal morphine & electrical stimulation of A & C fibers vs natural stimulation of fiber receptive fields, dorsal horn nocicep-

Step 2 . As shown above, each entry is followed by an abstract number. After you have chosen the items that interest you and made a note of their abstract numbers, go to the corresponding section of abstracts (possibly in another volume). You will see that the abstracts are arranged by number. Use the abstract number from the subject index to locate the abstract you want.


Author's Name
Abstract Number
Title of Article
Page Numbers
Journal Title, Date, Volume Number
20373. Mattimore-Knudson, Russell S. (Northern Illinois U, De Kalb) Using Reality Therapy as a judicial officer in a residence hall situation. Journal of Reality Therapy. 1982(Fal), Vol 2(1), 11-14. —Discusses the use of Reality Therapy (RT) as a general counseling method in a college or university residence hall situation and as a method to help students in these residence halls deal with rules and regulations imposed on them by the administration. The present author's use of RT as a teaching model in counseling 164 undergraduates referred for rule violations is examined
20374. Mawet, J. P. (Ctr Psycho-Médico-Social Libre I, Verviers, Belgium) Market... Marketing... ou l'importance de la Demande de type individuel pour l'action des Centres P.M.S. [Market, marketing: or The importance of individual demands

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Step 3. Copy down the full bibliographic citation for each item (author and title of book, or title of article and journal, date, and, if applicable, volume number and pages). If the journal title is abbreviated, check the abbreviations list for the full title.

Step 4. To determine whether the library owns a journal article, look in STARS or the Stony Brook Serials Holdings List under the name of the journal. If the citation is for a book, check STARS under author or title.

More on Abstracts in Book Form

1. Some abstracting sources like Child Development Abstracts put their indexes and abstracts for one volume in one book. Others are bound so that the indexes and abstracts for a given volume are in separate books. Keep this in mind when using abstracting sources.

2. Abstracting sources often include an issue number notation in their citations (more often than do periodical indexes). The issue number follows the volume number, sometimes in parentheses. In the example from Psychological Abstracts, the article cited is in the Journal of Reality Therapy, in issue #1 of volume 2, fall of 1982, on pages 11 through 14.

   Most periodicals publish one numbered volume per year, composed of several separate issues. The number of issues included in a periodical volume varies with the periodical. Some appear once a week and have 52 issues per volume, some are monthly with 12 issues per volume, some are published every two or three months, etc. Not all periodicals number their issues, either. Some identify an issue with a date (e.g. Jan. 23, 1985), a month (e.g. June), or a season (fall). Still others use any of the above, plus a number.

SOME MAJOR ABSTRACTING SOURCES IN BOOK FORM IN THE REFERENCE ROOM

Abstracts in Anthropology	(Ref GN1.A15)
Abstracts of English Studies	(Ref PE1.A16)
America: History and Life	(Ref E171.A4)
Criminal Justice Abstracts	(Ref JV6001.C67)
Environment Abstracts	(Ref GF1.E553)
Higher Education Abstracts	(Ref LB2343.C6)
Historical Abstracts	(Ref D299.H52)
International Political Science Abstracts	(Ref JA36.I5)
Pollution Abstracts	(Ref xTD 180.P66)
Psychological Abstracts	(Index Shelf 2)
Resources In Education	(Index Shelf 3)
Sociological Abstracts	(Index Shelf 12)

IV. COMPUTERIZED INFORMATION RETRIEVAL

Because of advances in computer technology in libraries, more and more periodical indexes and abstracting sources are now being produced as data bases and are searchable on micro-computers or computer terminals.

ADVANTAGES OF COMPUTERIZED SEARCHING

Computer searching has several advantages over manual searching of printed sources. As you know, when you search through printed indexes, it is usually possible to focus on only one term or concept at a time. But the computer can search any number of terms simultaneously and quickly identify items that deal with those concepts in relation to one another. Moreover, searching by computer usually allows the researcher to scan about ten years at once, an advantage over printed sources which usually need to be searched one year at a time.

ON-LINE SEARCHING AND CD-ROM SEARCHING

There are two different kinds of data base searching available in the reference department. One is on-line searching in which the terminal being used to conduct the search is connected to a data base located somewhere else (e.g. the Computing Center or off campus). The other is CD-ROM searching where the data being retrieved is actually loaded right in the computer you are using. More about these two modes of searching follows.

On-Line Searching

On-line searching permits us to select from hundreds of data bases on all sorts of subjects. These searches cost the researcher money but usually less than ten dollars. An appointment must be made to do this kind of searching. Library patrons can request on-line searching at the Reference Desk. The search is actually performed by a librarian who is trained in searching the various databases and systems. In addition, results of the search are mailed to the library and are available about four working days after the search is performed.

CD-ROM Searching

CD-ROM searching is a walk-up service. With little or no training, a library user can perform a productive data base search independently. No appointment is necessary unless the computer needed is tied up and you want to reserve a spot for later on. There is no charge for CD-ROM searching and you can obtain a printed bibliography on your subject right away.

"CD" stands for compact disc. The data you are searching is on a compact disc which is loaded onto the micro-computer you are using. "ROM" stands for "read only memory" which means that the data on the disc can be read but not changed or altered in any way.

Each CD-ROM is a sophisticated expensive computerized information retrieval service. Therefore, we are limited in the number of data bases and the scope of subject areas which we have available on CD-ROM. If the existing systems do not meet your research needs, a list of data bases that can be accessed through our on-line service is available at the Reference Desk.

In this course you are expected to be able to extract information from two CD-ROM systems: Academic Index(mentioned on pages 39 and 42) and GDCS (see workbook pages 80-81). You are not required to use the other CD-ROM systems. However, for those who are interested, instructions on searching these data bases are kept near the work stations and assistance is available from the Reference Staff.

Newsday is also now available on compact disc for the last two years. This data base is interesting because it not only indexes articles by subject but also contains the full text of all the articles. You are not required to use Newsday on CD-ROM in this course.

ABSTRACTS AND INDEXES ON CD-ROM AVAILABLE IN REFERENCE

ACADEMIC INDEX (also called INFOTRAC)
(near Reference Desks)

Government Documents Catalog Service (GDCS)
(near Government Documents Reference Desk, 2nd floor)

ERIC (Educational Resources Information Center)
(near Reference Desks)
Indexes journal articles and other research in education. This is a computer version of two printed indexes located on index shelves 3 and 4 in Reference.

MLA BIBLIOGRAPHY (Modern Language Association)
(near Reference Desks)
Indexes books and articles in modern languages, literature, folklore and linguistics. This is a computer version of the MLA Bibliography on index shelf 5.

NEWSDAY INDEX
(near Government Documents Reference Desk, 2nd floor)

PsycLIT (Psychological Abstracts)
(near Reference Desk)
Indexes journal articles in psychology. This is a computer version of Psychological Abstracts, index shelf 2.

CHAPTER SIX REVIEW QUESTIONS

(Answers to questions are on pages 56-57.)

1. A magazine is a popular periodical, aimed at the general public. True or False?

2. A periodical which is scholarly or technical is often referred to as a "journal." True or False?

3. Periodical indexes list articles that have appeared in magazines and journals. True or False?

4. A periodical index that lists only articles in American popular magazines is _____.

5. STARS lists, by author, title, and subject, journal articles owned by the Stony Brook libraries. True or False?

6. The Social Sciences Index lists articles that have appeared in popular magazines. True or False

EXAMPLE FROM READER'S GUIDE
(questions 7-12 refer to this example)

Fences
See also
Hedges
Snow fences
3 wood fences. il *Workbench* 43:32-7 Jl/Ag '87
10 tips make fence building easier. R. F. Jordan. il *Home Mech* 83:55-6 My '87
Build a fence that's a feature. il *South Living* 22:96+ Ap '87
First-class fence [board-and-lattice fence and moon gate] E. Thompson and E. Thompson. il *Pop Mech* 164:98-102+ Je '87
Iron fences from plain to fancy. il *Better Homes Gard* 65:66 Ap '87
Lattice screen also opens [carport and parking area] il *South Living* 22:189 N '87
Modular fence built in the workshop. il *Sunset* 178:120 Mr '87
Panels for spa privacy and for a changing room. il *Sunset* 179:102 Jl '87
Planter fences and pergolas. A. W. Lees. il *Pop Sci* 231:72-4 Ag '87
Trellis and screen for front-yard privacy. il *Sunset* 179:138-9 O '87

History
Good fences. A. O. Boulton. il *Am Heritage* 38:90-5 F/Mr '87

7. In the example from Reader's Guide to Periodical Literature, 1987), how many articles are cited?
_____

8. In the same example, what other headings are you directed to for related articles? _____.

9. In the same example, under what complete subject heading is the last article listed? _____

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10. In the example, what is the title of the 3rd cited article? _____.
What is the abbreviation of the magazine that it is in? _____.
How would you determine what the full magazine title is? _____
What is the volume? _____. The page numbers? _____.
The issue? _____. Year? _____.

11. In the example, what special feature does each article have? _____.

12. In the example, what is the title of the 5th cited article? _____.
What is the abbreviation of the magazine that it is in? _____.
How would you determine what the full magazine title is? _____
What is the volume? _____.
The page numbers? _____.
The issue? _____.
Year? _____.

13. There are a number of different periodical indexes in the reference room.
True or False?

14. Periodical indexes tell you what journals the library owns.
True or False?

15. Academic Index is issued in annual cumulative volumes with monthly paper updates.
True or False?

16. In order to find out if a periodical article you wish to look at is owned by the library, you need to look up the abbreviated name of the periodical in the Stony Brook Serials Holdings List.
True or False?

17. STARS will explain all periodical title abbreviations.
True or false?

18. The Serials Holdings List is a set of books kept on a table behind the reference desks.
True or False?

19. You cannot tell if a magazine is in the Health Sciences Library from the Serials Holdings List.
True or False?

20. STARS does not list magazines or journals. True or false?

21. The Serials Holdings List does not list any of our magazines on microfilm or microfiche.

True or False?

Example from SERIALS HOLDINGS LIST
(questions 22-25 refer to this example)

Newsweek. [Los Angeles, Calif., etc., Newsweek, Inc., etc.]
v. 1- Feb. 17, 1933-
OCLC 1760328:ISSN 0028-9604.
Frequency: Weekly <, Dec. 31, 1984->
Absorbed: Today Feb. 27, 1937
VZE (Retains current year.)
VZES 1 (Retains current year.)
YSN 73- 1969- ([Microfilm A127= 1-68,73-98 1933-1966,1969-1981 0.5. Microfiche A14=69-72,99-1967-1968,1982- 0.4])
YSMV Main xAP2 .N6772 PER 73- 1969- ([Microfilm A127= 1-68,73-98 1933-1966,1969-1981 0.5. Microfiche A14=69-72,99- 1967-1968,1982- 0.4])

22. In the sample entry from the Serials Holdings List, what is the title of the magazine? _____
When was it first published? _____
How often is it published? _____.

23. The Health Sciences Library has the magazine listed above from 1969 to date.

True or False?

24. Which library on the main campus has this title? _____
What is the microfilm number? _____

25. The holdings statement says that we have a copy of this magazine in paper format for "73 - 1969- ." What does this mean? _____

26. The holdings statement in STARS for the journal Language is v.1 (1925-). This means that the library owns volume 1 (1925) only. True or False?

27. Abstracting sources include summaries of items that are cited. True or False?

28. Abstracting sources only cite books. True or False?

29. Abstracting sources do not have an author approach.
True or False

30. When using an abstracting source, you determine what abstract number(s) to look under by first consulting the

_____

Example from PSYCHOLOGICAL ABSTRACTS, 1987
(questions 31-32 refer to this example)

several fundamental criteria.

14863 Crosby, Rochelle L. (U Washington School of Nursing, Seattle) **Community care of the chronically mentally ill.** *Journal of Psychosocial Nursing & Mental Health Services*, 1987(Jan), Vol 25(1), 33–37. —Presents a predictive theory for helping the chronically mentally ill adapt to community living. The theory proposes that structure (i.e., social norms, a clear statement of comportment expectations, support, ongoing guidance, increasing the awareness of normative reality, clearly defined norms for behavior, adjustment to the most basic of these norms) will facilitate adaptation to community living. This theory needs to be tested for its predictive value, but it is offered as an initial step in the development of approaches in the therapeutic management of the chronically mentally ill

31. In the example from Psychological Abstracts, 1987:
Who is the author of the cited article? _____
What is the number of the volume being cited? ____
What is the issue number? _____
What is the abstract number?

32. The illustration is an example of what you would find if you were looking in the author index section of the source.
True or False?

33. There are several hundred computerized data bases in all subject areas which can be searched. True or False?

34. An advantage of a data base search is the computer can search several related terms simultaneously whereas a printed index usually allows you to search only one subject at a time. True or False?

35. The two different types of data base searches available are called_____ and
_____

36. All data base searches require that you make an appointment ahead of time. True or False?

37. CD-ROM stands for_____.

38. Most data bases that can be searched on-line are also available for searching on CD-ROM in the library. True or False?

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using Reader's Guide to Periodical Literature, can you find articles about Richard Nixon? Can you identify all the bibliographic elements (author of article, title of article, date, etc.) within the citations? How would you go about finding these articles in the library?

2. Using the Social Sciences Index, can you find articles on economic conditions in Sweden? Can you identify all the bibliographic elements within the citations? How would you go about finding these articles in the library?

3. Find a cross reference in the Social Sciences Index. It refers you to _____ from _____

4. Find a subject heading in the Readers' Guide to Periodical Literature that has one or more sub-headings. The main heading is _____. The sub-headings are _____ _____

5. Find some citations in Academic Index on the subject "air pollution." What search statement did you use? How many citations did you find?

6. Using the Stony Brook Serials Holdings List, can you determine if the library owns a particular volume of a magazine (e.g. volume 45 of Nation). Where in the library would you go for this volume? Using STARS, search for the same magazine. Was the information retrieved the same?

7. Using Child Development Abstracts, find a recent article about autism and provide the following information:
subject heading used to find citation,
item number of reference, author(s), article title,
journal title, volume number, issue number, date, page numbers.
Determine whether the article is available in the library. If it is, indicate its call number and where you would find it.

8. Using one of the abstracting sources listed in this chapter, find an article on the history of education in the United States. Identify all the bibliographic elements in the citation. Does the library own the article cited? How did you arrive at this answer?

9. Use the Infotrac data base to find articles about truth in advertising. Review the references retrieved and print one of them.

ANSWERS TO REVIEW QUESTIONS -- CHAPTER 6, LBR 150.

Numbers in parentheses are relevant pages in this workbook.

1. True (page 42, middle)
2. True (page 42, middle)
3. True (page 39, middle)
4. Reader's Guide to Periodical Literature (page 39, middle; page 42, next to last paragraph)
5. False (page 39, middle)
6. False (page 40, 2nd paragraph)
7. 11 (pages 40-41)
8. Hedges, Snow fences (pages 40-41)
9. Fences - History (pages 40-41)
10. Build a fence that's a feature.
    South Living
    Look in front of the index for the pages that list the abbreviations and full titles of the periodicals being indexed.
    vol. 22
    96+ means the article begins on page 96 and continues on subsequent non-consecutive pages.
    April issue
    1987 (all answers to #10 are based on pages 40-41)
11. illustrations (pages 40-41)
12. Iron fences from plain to fancy
    Better Homes Gard
    Look in front of the index for the pages that list the abbreviations and full titles of the periodicals being indexed.
    vol. 65
    page 66 only.
    April issue
    1987 (all answers to #12 are based on pages 40-41)

13. True (page 42)
14. False. Use STARS or the Stony Brook Serials Holdings List. (pages 43-44)
15. False (pages 52, top)
16. False (page 41, middle; pages 43-44)
17. False. Periodical abbreviations are explained on a page within the periodical index. (page 41, middle; page 43, top)
18. True (page 43, middle)
19. False (page 43, 2nd paragraph)
20. False (page 43, top)
21. False (page 44)
22. Newsweek (page 44)
    February 17, 1933
    weekly (all answers to #22 are based on page 44)
23. False (page 44)
24. The Main Library. Microfilm A 127 (page 44)
25. The bound volumes owned by the library start with volume 73, 1969 and we have it through to the present with no breaks in the run. (page 44)
26. False. It means that the library owns this journal from volume 1 (1925) to the present. (Same as with the Serials Holdings List.)
27. True (page 45, middle)
28. False (page 45, #2, near bottom)
29. False (page 45, #3, near bottom)
30. The subject index or the author index (pages 45-46)
31. Rochelle L. Crosby
    vol. 25
    issue 1
    abstract #14863 (all answers to #31 are based on pages 46-47)
32. False (page 46)
33. True (page 49, 2nd paragraph)
34. True (page 48, last paragraph)
35. on-line searching and CD-ROM searching (page 49)
36. False. You need an appointment for on-line searching. (page 49)
37. compact disc; read only memory (page 49, paragraph 4)
38. False (page 49, last paragraph)

CHAPTER SEVEN

NEWSPAPERS

After reading this chapter you will have an understanding of:

- the scope of the newspaper collection at Stony Brook
- how to find articles on specific topics in these newspapers
- how to interpret citations from the New York Times Index

INTRODUCTION

The Stony Brook Library has a very large collection of newspapers. It currently receives dozens of papers from all over the United States and around the world. In addition, the library owns many newspapers from past years including a large collection of early American newspapers dating back to colonial times, and a collection of several hundred radical and protest papers from the 1960's to the present. The New York Times is in the library from its first appearance in 1851 and the Times (of London) from its first issue in 1785. All of our newspapers, except for those dating from the last several months, are on microfilm. The most recent ones are kept in Current Periodicals. A list of currently received newspapers can be seen in Current Periodicals and at the reference desk.

Modern U. S. newspapers cover much more than just news stories. For a long time, papers have offered additional features such as book reviews and articles on music, drama, art, and sports. More recently, many papers have been publishing sections which have a magazine style format. Articles in these sections deal with topics such as health, entertainment, interior decorating, nutrition, local history, finance, and family. Many papers also offer the reader literary works and biographical articles. The New York Times and Newsday are two newspapers which contain both news stories and a wide array of feature articles.

NEWSPAPER INDEXES

Newspaper indexes (like magazine indexes) enable the reader to find out when and where an article on a particular subject was published. Some indexes cover just one paper; others cover several at once. Newspaper indexes list articles by subject (which may be a person's name) and tell you the date of the article as well as the page and column that it begins on. The New York Times Index gives a summary of the article as well.

NEWSPAPER INDEXES IN THE MAIN LIBRARY

All newspaper indexes are located in the Government Documents Section on the second floor of the Reference Room. A list of most of these follows.

Christian Science Monitor Index (1960 to present)

Chicago Tribune Index (1972 to present)

Los Angeles Times Index (1972 to present)

Newsday (1977 to 1984)
covers only Long Island news and events. An index from 1988 on, covering all news stories, is available as a computer data base. See page 64.

New York Times Index (1851 to present)

Official Index to the Times of London (1906 to present)

Washington Post Index (1971 to present)

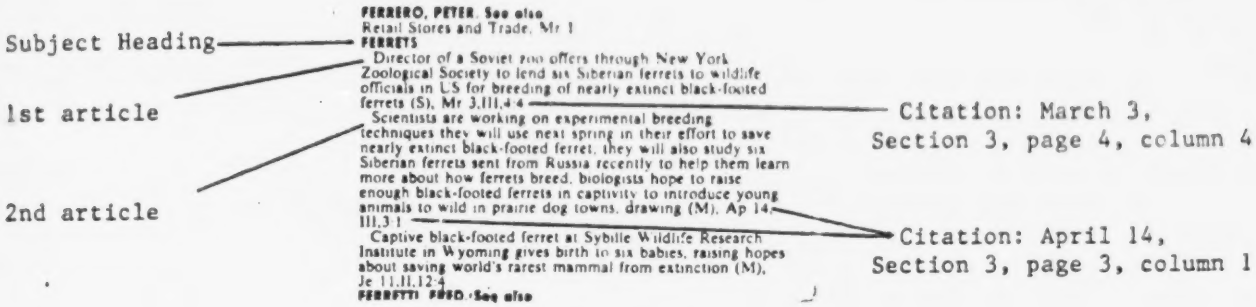
Wall Street Journal Index (1958 to present)

Q. HOW IS A NEWSPAPER INDEX USED?

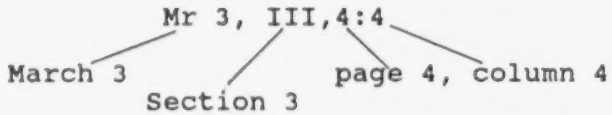
A. To answer this question, we will be using three examples from the New York Times Index, which provides readers with the following types of subject headings:
Regular headings ("weather," "chemistry")
Geographical names ("United States," "Bolivia")
Organization names ("United Nations," "General Motors")
Personal names ("Reagan, Ronald", "Springstein, Bruce")

EXAMPLE 1

In the first example, (see following page), the subject heading we are illustrating is "Ferrets." The three paragraphs which appear under this heading summarize and cite articles that have appeared in the New York Times for a particular time period. (Since the examples that follow have all been reproduced from the 1987 volume of the index, the period covered is 1987.)


Subject Heading
1st article
2nd article
FERRERO, PETER. See also
Retail Stores and Trade, Mr 1
FERRETS
Director of a Soviet zoo offers through New York Zoological Society to lend six Siberian ferrets to wildlife officials in U.S for breeding of nearly extinct black-footed ferrets (S), Mr 3,III,4:4
Scientists are working on experimental breeding techniques they will use next spring in their effort to save nearly extinct black-footed ferret; they will also study six Siberian ferrets sent from Russia recently to help them learn more about how ferrets breed; biologists hope to raise enough black-footed ferrets in captivity to introduce young animals to wild in prairie dog towns; drawing (M), Ap 14, III,3:1
Captive black-footed ferret at Sybille Wildlife Research Institute in Wyoming gives birth to six babies, raising hopes about saving world's rarest mammal from extinction (M), Je 11,II,12:4
FERRETTI, FRED. See also
Citation: March 3, Section 3, page 4, column 4
Citation: April 14, Section 3, page 3, column 1

The first article is about a Soviet zoo lending U.S. wildlife officials six Siberian ferrets for breeding purposes. The "(S)" indicates that the article is short in length (no more than one-half column of a page). (This index also uses the symbol "(M)" to indicate medium length articles, which are more than one column but less than two, and "(L)" to indicate longer articles, exceeding 2 columns.) The date and pages of the first article are signified by the symbols:



Note that the year is not included in the citation, because it is understood that the year is that of the volume you are using.

Beginning with the 1976 New York Times Index, many citations include a Roman numeral, standing for the section of the paper in which the article appears. This arrangement is fairly straightforward for the Sunday paper because its sections are numbered 1, 2, 3, etc. However, in the daily editions (Monday through Saturday), the paper identifies its four sections by the letters "A," "B," "C," and "D." For these editions, the Roman numeral "II" in an article citation stands for Section B, "III" for Section C, and "IV" for Section D. If there is no Roman numeral in the citation, the article appears in the first section of the paper, no matter whether it is the Sunday Times or the daily edition.

The second and third paragraphs in our example above summarize two subsequent New York Times articles on the ferret-breeding experiment. The first article contains a drawing and appeared in the paper on April 14th; the second article appeared on June 11th.

One very important aspect of the arrangement of this index is that the paragraphs under a subject heading list the articles in the order that they appeared in the paper (i.e. chronological order). This format is reflected in the example above.

EXAMPLE 2

The subject heading in the second example is "Farmers."

Subject heading ——

FARMERS. See also
Agriculture, Ja 1,4,14,31, F 4,8,10,12,16,19,25,26,28, Mr 10, 22,23, Ap 1,5,7,10,19,26, My 1,15,17,30, Je 4,5,9,15,20,21, 25, Jl 1,5,6,19, Ag 1,7,9,15, S 2,3,5,7,13,20,22,29,30, O 8, 11,12,25,27, N 1,10,11,19,26,29, D 1,6,7,8,9,11,13,17

In this kind of presentation (which is very common in this index) no articles are actually being cited. Instead, the index is telling you to turn to the heading "Agriculture " and look under that heading for articles listed in the paragraphs for January 1, 4, 14, 31, Feb 4, 8, etc. Each one of these paragraphs lists an article about farmers. (See illustration below.)

Subject heading ——

AGRICULTURE. See also
Fertilizer
Food
Pesticides and Pests
Reclamation of Land
Rural Areas

Jan. 1st paragraph ——

Agriculture Department reports prices that farmers received for raw products in December were average of 2.4 percent below November's levels, and ended 1986 down 5.5 percent from year ago; graph (S), Ja 1,I,42:1

Pres Reagan's new budget proposes deep cuts in Federal farm aid in next five years; Democrat-controlled Congress can be expected to discard much of budget; graphs (M), Ja 2,I,1:3

Outlook for US agriculture in 1987, particularly growth in absentee ownership, assessed; cartoon (S), Ja 4,III,8:5

Article on human cost of worst agricultural depression in half-century; says that apart from violence that makes headlines in cities, evidence of social decay is quietly mounting through farm belt (M), Ja 4,IV,4:5

Article on proposals for reducing record $25 billion cost of farm program approved by Congress in 1985 and how they might affect not only farmers but economy at large; plan offered by Sen Tom Harkin and Repr Richard Gephardt would impose sharp cuts in farm production by setting much higher loan rate and sharply limiting what a farmer can sell in US; Reagan Administration plan would continue lessening Government intervention in farmers' decision by removing incentives for them to add to crop surpluses; some farm economists see no need for major change in current law; table shows how farm sector is linked to national economy; photo (M), Ja 4,IV,5:1

Talking Business column interview with Claire Asklund, senior economist at Data Resources, on economic outlook for nation's Farm Belt states; notes that economic growth in such states, while expected, is likely to come from manufacturing sector and demonstrates how much economies of Farm Belt states have come to depend on manufacturing of late (M), Ja 6,IV,2:1

Jan. 7th paragraph ——

African officials and World Bank, in effort to reverse 25-year trend that has seen Africa go from being net exporter to net importer of agricultural products, are pinning their hopes for future economic development on agricultural research (M), Ja 7,I,6:1

Advanced Genetic Sciences Inc applies once again to conduct field test of genetically altered bacteria intended to protect plants from frost damage; tests have drawn opposition from those worried about open air release of organisms altered by genetic engineering (S), Ja 7,IV,4:6

Agriculture experts say that for first time in long time, things are looking up for average American farmer; say

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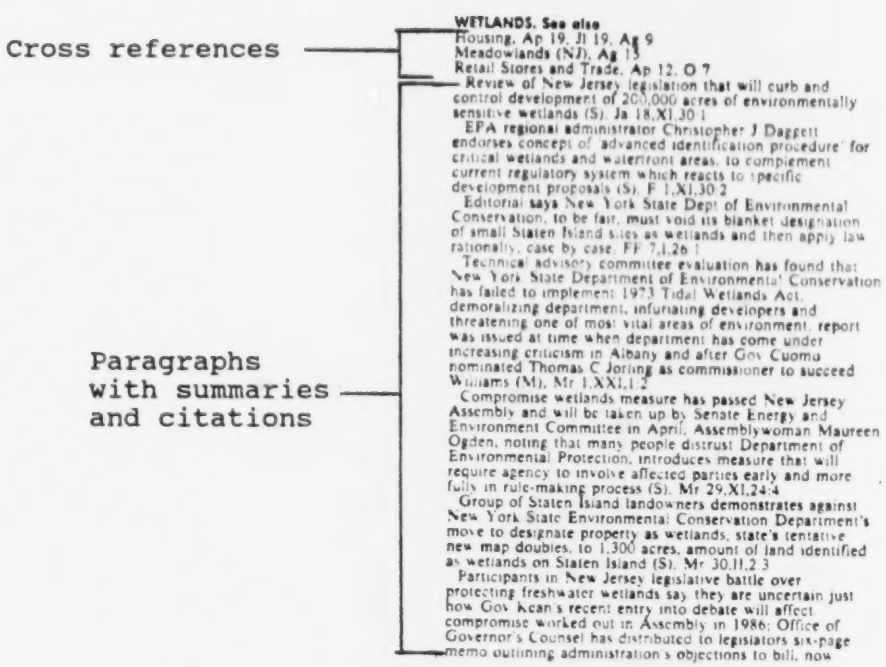
EXAMPLE 3

The subject heading in the third example is "Wetlands". The format that follows under the heading is another standard kind of presentation in the New York Times Index.


Cross references
Paragraphs with summaries and citations
WETLANDS. See also
Housing, Ap 19, Jl 19, Ag 9
Meadowlands (NJ), Ag 13
Retail Stores and Trade, Ap 12, O 7
Review of New Jersey legislation that will curb and control development of 200,000 acres of environmentally sensitive wetlands (S), Ja 18,XI,30:1
EPA regional administrator Christopher J Daggett endorses concept of 'advanced identification procedure' for critical wetlands and waterfront areas, to complement current regulatory system which reacts to specific development proposals (S), F 1,XI,30:2
Editorial says New York State Dept of Environmental Conservation, to be fair, must void its blanket designation of small Staten Island sites as wetlands and then apply law rationally, case by case, Ff 7,I,26:1
Technical advisory committee evaluation has found that New York State Department of Environmental Conservation has failed to implement 1973 Tidal Wetlands Act, demoralizing department, infuriating developers and threatening one of most vital areas of environment; report was issued at time when department has come under increasing criticism in Albany and after Gov Cuomo nominated Thomas C Jorling as commissioner to succeed Williams (M), Mr 1,XXI,1:2
Compromise wetlands measure has passed New Jersey Assembly and will be taken up by Senate Energy and Environment Committee in April; Assemblywoman Maureen Ogden, noting that many people distrust Department of Environmental Protection, introduces measure that will require agency to involve affected parties early and more fully in rule-making process (S), Mr 29,XI,24:4
Group of Staten Island landowners demonstrates against New York State Environmental Conservation Department's move to designate property as wetlands; state's tentative new map doubles, to 1,300 acres, amount of land identified as wetlands on Staten Island (S), Mr 30,II,2:3
Participants in New Jersey legislative battle over protecting freshwater wetlands say they are uncertain just how Gov Kean's recent entry into debate will affect compromise worked out in Assembly in 1986; Office of Governor's Counsel has distributed to legislators six-page memo outlining administration's objections to bill, now

The first part of this format is a listing of cross-references to other headings and paragraphs which contain citations to articles dealing (at least in part) with wetlands. The second section lists paragraphs in chronological order which give summaries of, and citations to, articles about wetlands.

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Q. AFTER FINDING CITATIONS TO NEWSPAPER ARTICLES IN THE INDEXES, HOW DOES ONE ACTUALLY OBTAIN THE NEWSPAPER?

A. Get the microfilm call number of the newspaper by looking under the name of the paper in STARS or the Stony Brook Serials Holdings List. Take down the call number (for example, the call number of the New York Times is "Microfilm A7"). Go to the Microforms Area (which is at the other end of the room from Documents) with the call number and the newspaper dates that you need. The person on duty will help you find the microfilm and demonstrate how to use the microfilm machines for reading and photocopying.

More on Newspaper Indexes

A problem with newspaper indexes in paper format is that they are always at least a couple of months out of date and therefore impossible to use for very recent events, though they are the best place to look for older articles. The following indexes produced either in microfilm or computer format are usually more current:

Academic Index
(available in the reference room on compact disc) Although essentially an index to magazines and journals, it also indexes the LATEST THREE MONTHS of the New YORK Times.

National Newspaper Index
(LATEST THREE YEARS on microfilm reader) is located in the Government Documents section. It indexes five newspapers: the New York Times, Wall Street Journal, Los Angeles Times, Christian Science Monitor, and Washington Post.

Newsday (1988 TO DATE)
is available as a computer data base. Ask at the government documents reference desk for information on how to use this source which indexes AND SHOWS THE FULL TEXT of articles. All articles published in Newsday from 1988 onward are included.

SUMMARY

The library has a large collection of newspapers, both foreign and U. S.

Several major American papers are part of this collection, including a full run of the New York Times from 1851 on.

Newspaper indexes, such as the New York Times Index, are used to get exact citations to articles. Newspaper indexes in our library are listed on pages 60 and 64.

The most recent issues of newspapers received are in Current Periodicals. Earlier years of papers are on microfilm and can be obtained in the Microforms Area.

CHAPTER SEVEN REVIEW QUESTIONS

Answers to questions are on page 66.

1. The library owns a collection of American radical newspapers from the 1960's. True or False?

2. The library owns the entire run of the New York Time. True or False?

3. We receive newspapers only on microfilm. True or False?

4. Newspaper indexes are never up-to-date in their coverage. True of False?

5. In the example below (from the 1987 New York Times Index), examine the January 23rd paragraph. Where in the paper does this article appear? Give complete information including date, section number, page and column. How long is the article?

FOSTER CARE

Norwich, Conn. office of state's Department of Children and Youth Services has received $182,500 grant from Federal Department of Health and Human Services to set up foster homes for troubled youngsters and to provide assistance for both foster parents and natural families of youngsters (M), Ja 4,XXII,15:1

New York State officials say they have offered to help New York City find foster homes for growing number of healthy babies in hospitals who are awaiting placement, but city says state's proposals are inadequate (M), Ja 18,I, 30:1

New York City Human Resources Administration says it is investigating deaths of two babies who died shortly after being placed in separate foster homes by Angel Guardian Home, Roman Catholic organization in Brooklyn (M), Ja 23,II,5:2

Editorial holds city and state officials in New York must stop their finger-pointing and make concerted effort to find foster parents as soon as possible for 160 'boarder babies' languishing in city hospitals, Ja 24,I,26:1

John Cardinal O'Connor says in Washington, DC, that he

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6. Aside from the New York Times Index, name two other indexes which list articles published in that paper.

_____

7. What information does the example below from the New York Times Index give you? _____

_____

FORT LAUDERDALE (FLA). See also
Colleges and Universities, Mr 13
Culture, Ag 30
Drug Traffic, N 19
Liver, F 14
Medicine and Health, Jl 6
Murders and Attempted Murders, My 24
Parks and Other Recreation Areas, N 15,22

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using the New York Times Index, show that you can find articles on solar energy development. Can you interpret the citations for these articles? How would you locate the first one in this library?

2. Can you do the same things you did in question 1, this time using the National Newspaper Index?

3. Look at the Los Angeles Times Index. Can you find an article on actor Robert Duvall? What is the date and page number of the article? Does the library own the actual article?

ANSWERS TO REVIEW QUESTIONS --LBR 150 CHAPTER 7

(Relevant workbook pages appear in parentheses.)

1. True (page 59, Introduction)
2. True (page 59, Introduction)
3. False (page 59, Introduction)
4. False (page 64, middle)
5. January 23rd, 1987, section 2, page 5, column 2.
   The article is medium length (signified by the (M). (page 61)
6. Academic Index or National Newspaper Index. (page 64, middle)
7. If you looked under the heading "Fort Lauderdale (FLA)" you would be referred to seven other headings. Under each of these headings you would consult the paragraphs which are noted by the dates listed next to the headings. The paragraphs appear in chronological order. (pages 62-63)

CHAPTER EIGHT

OTHER APPROACHES TO RESEARCHING CURRENT AFFAIRS

After reading this chapter you will be able to do the following:

- -Use news digests to obtain summaries of current world events
- -Use annual compilations, such as almanacs and yearbooks, to find factual information, records, and statistics quickly
- -Locate biographical information about notable contemporary figures

These skills, along with those you have learned in chapters 6 and 7, will help you in your research of current affairs.

INTRODUCTION

The documentation of current national and international activity has produced a flood of data available almost instantly through radio, television, and computerized information-retrieval systems. Events are quickly recorded and seemingly converted into history shortly after they occur, and the changing roster of names connected with such newsworthy events is incorporated into the body of available information on current affairs. For the individual who is seeking information in the library on current issues, events, and personalities, the search can be widespread because of the wealth of recorded data and the different forms it can take. Knowing just what kinds of information are included in each of the sources in the library's collection can help you to identify those resources that will be most helpful to you.

THE NEWS DIGEST

News digests offer broad summaries of recent events that have appeared in the media. If background information on an event is what you need, then this kind of source may be even more appropriate than a newspaper index.

Three news digests in the Reference Room are:

-Facts on File (Ref D410.F3)

-Keesing's Contemporary Archives (Ref D410.K4)

Both of these are issued weekly. The coverage they offer on a particular subject is in the form of a summation or general survey of the topic as reported in a number of national and foreign newspapers and magazines. Digests are often good sources for obituaries, texts of important speeches and documents, and statistics.

-Congressional Quarterly Weekly Reports (Ref JK1.C15)

This source summarizes the news being made in the United States Congress. It includes background articles on all the issues being considered for legislation, information on congressmen and senators, and their voting records. It is published on a weekly basis and has cumulative subject indexes, including an annual index at the end of the year.

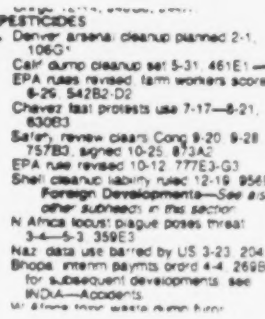
Q. HOW IS A NEWS DIGEST ARRANGED?

A. The weekly digests are classified (arranged in broad subject categories) and include a subject index which cumulates throughout the year. All the issues for a given year are collected in a loose-leaf binder with the index at the back.

Following is an example from the subject index for Facts on File (1988), and a portion of the summary which is referred to in the index.

Subject Heading

1st article cited is about a Denver dump, Feb. 1, (2-1), page 106, section G, column 1 (106 g1)


PESTICIDES
Denver arsenal cleanup planned 2-1, 106G1
Calif dump cleanup set 5-31, 461E1
EPA rules revised, farm workers score 6-29, 542B2-D2
Chavez fast protests use 7-17—8-21, 630B3
Safer), review clears Cong 9-20, 9-28 757B3, signed 10-25, 813A2
EPA rule revised 10-12, 777E3-G3
Shell cleanup liability rules 12-19, 954B1
Foreign Developments—See also other subheads in this section
N Africa locust plague poses threat 3-4—5-3, 359E3
Haz data use barred by US 3-23, 204C2
Bhopal interim payms ordrd 4-4, 269B1
for subsequent developments see INDIA—Accidents

2nd article cited is about a California dump, May 31, (5-31), p.461, Section E, column 1 (461 E1)

Portion of 1st article as it appears on p. 106, section G, column 1.

F dollars by 1992 to satisfy the new requirements. □

Environment

Denver Arsenal Cleanup Planned. A 12-year plan costing $1 billion or more to clean up a hazardous waste site at the federally owned Rocky Mountain arsenal near Denver was filed with the federal court in Denver Feb. 1. [See 1983, p. 949B3]

G Under the plan, Shell Oil Co. would help the Army finance the cleanup, paying $330 million to $380 million of the estimated costs of $750 million to $1 billion or more. The agreement would settle a federal lawsuit brought against Shell in 1983 under the federal Superfund law.

Shell manufactured pesticides on ar-

106

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ALMANACS AND YEARBOOKS

Almanacs and yearbooks are annual compendiums of miscellaneous information. They have subject indexes, but their format, organization, and content vary from one source to another.

The following two almanacs contain timely articles on current events, statistics, and brief histories of countries, among other useful information:

World Almanac and Book of Facts (Ref AY67.N5 W7; reference desk)

Information Please Almanac (Ref AY64.I55; reference desk)

The next three works are yearbooks, which provide the reader with more in-depth coverage of countries than almanacs do. Historical surveys are given for each country along with information about its ruler, constitution, type of government and economic system, population, education, commerce and industry, agricultural output, media facilities, banking and military establishments.

Statesman's Yearbook (Ref JA51.S7; reference desk)

Europa Yearbook (Ref JN1.E85; reference desk)

Political Handbook of the World (Ref JF37.P62)

BIOGRAPHICAL INFORMATION

The following sources exist specifically for helping the researcher locate current biographical information about well-known people in various fields. Just a handful of the many titles in the Reference Room that can be used for this purpose are listed below.

Biography Index (Reference Room, Index Table 7)
contains references to biographical material appearing in books and periodicals.

The following is an example of a listing of references from Biography Index (Sept. 1986 - Aug. 1988 edition) for Andrei Sakharov, noted Russian physicist and Nobel Prize winner:

Sakharov, Andrei Dmitrievich, 1921-, Russian physicist
Barnathan, J. Vowing to fight on [interview] por *Newsweek* 109:17-18 Ja 5 '87
Bassow, Whitman. The Moscow correspondents; reporting on Russia from the Revolution to Glasnost. Morrow 1988 p237-94 bibl il pors
Bierman, J. The Sakharovs go home. il pors *Macleans* 99:15 D 29 '86
Bonner, Elena. Alone together. Knopf 1986 269p

Four items are cited in this example (two books and two magazine articles).

Biography Index is a very useful source because it lists writings on thousands of individuals, living and deceased. Note, however, that is does not itself provide biographical information, other than a person's full name and dates of birth and death. Its main function is to refer you to other sources of information.

ADDITIONAL REFERENCE BOOKS THAT CONTAIN BIOGRAPHICAL INFORMATION

Current Biography — Ref CT100.C8; current biography sect.

offers lengthy articles on prominent figures in entertainment, politics, sports, business, the arts, and literature.

Contemporary Authors — Ref PN771.C584; literary criticism sect.

provides information on current authors in many fields and from various countries.

Directory of American Scholars — Ref LA2311.C32; current biography section

Provides brief biographical data on United States professors.

American Men and Women of Science — Ref Q141.A47; current biography section

Provides brief biographical data on United States professors.

Politics in America — Ref JK1010.P64; current biography sect.

has lengthy articles about members of Congress, including their voting records.

Who's Who in America — Ref E663.W5612; current biography sect.

includes biographical data on those individuals who are considered by its editors to be the most prominent men and women in their respective fields.

MAGAZINE ARTICLES

The following three periodical indexes are useful for finding magazine articles on current affairs:

Infotrac (table near reference desks)
(also called Academic Index)
An easy-to-use microcomputer information source.

Public Affairs Information Service. Bulletin.
(P.A.I.S.) (Index Table 6)

Reader's Guide to Periodical Literature (Index Table 1)

COVERAGE OF CONTROVERSIAL ISSUES

Editorial Research Reports (Ref H35.E35)

This title analyzes controversial issues, provides arguments for and against, and includes bibliographies. A few of the topics covered in its 1989 edition are managing hazardous wastes, approaches to dealing with terrorism, the growth of the elderly population in the U.S., birth control, aids, combatting scientific fraud, the right to privacy, and the joint custody of children.

CHAPTER EIGHT REVIEW QUESTIONS

Answers to questions are on page 76.

1. News digests summarize current events. True or False?

2. What kind of index is used in news digests? _____

3. Two news digests in the reference room are Keesing's Contemporary Archives and _____.

4. These two news digests are published how often? _____

5. News digests include major speeches and obituaries. True or False?

6. A news digest which covers the United States Congress is entitled _____.

7. Almanacs are special reference books which have one purpose only, and that is to cover current events. True or False?

8. A yearbook or almanac would be a good source to use if you wanted to know whether Costa Rica is a democracy. True or False?

9. You could use a yearbook or almanac for information on a country's economy. True or False?

10. Yearbooks cover countries in more depth than almanacs do. True or False?

11. Biography Index has lengthy biographies of noted individuals. True or False?

12. The source Current Biography offers lengthy articles on prominent people. True or False?

13. If you wanted to know what schools one of your professors attended, you could look at _____ or _____.

14. If you wanted to know where your congressman or woman stands on certain issues, you could use _____.

15. President George Bush is likely to be included in which of the biographical sources mentioned in this chapter? _____

16. Periodical indexes summarize major news stories. True or False?

17. The periodical index mentioned in this chapter which is on a computer is called _____.

18. Editorial Research Reports summarizes editorials from major newspapers. True or False?

PRACTICUM EXAM QUESTIONS

On the Practicum Exam, you may be asked questions such as the following:

1. Using a news digest, find articles on a current famine in some part of the world.

2. Use one of the sources in Chapter 8 to find a listing of last year's Nobel Prize winners.

3. Using a biographical source, find information about the life of Chevy Chase, entertainer.

4. Using a biographical source, find information about the author E.L. Doctorow.

5. Using one of the sources mentioned in Chapter 8, find a listing of biographical writings about Dan Quayle.

6. Find an article in Editorial Research Reports that presents arguments for and against nuclear disarmament.

7. Using the Congressional Quarterly Weekly Reports, determine whether Congress is engaged this year in holding public hearings on welfare reform.

8. Using one of the Chapter 8 sources, find an article on the history of Nicaragua and its current political situation.

ANSWERS TO REVIEW QUESTIONS--LBR 150 CHAPTER 8
(Numbers in parentheses are relevant pages in this workbook)

1. True (page 69, top)
2. A subject index (page 69, top)
3. Facts on File (page 68, middle) or Congressional Quarterly Weekly Reports (page 68, last paragraph)
4. weekly (page 68, middle and last paragraph)
5. True (page 68, middle)
6. Congressional Quarterly Weekly Reports (page 68, last paragraph)
7. False (page 70, top)
8. True (page 70, middle)
9. True (page 70, middle)
10. True (page 70, middle)
11. False (page 71)
12. True (page 72, top)
13. Directory of American Scholars or American Men and Women of Science (page 72, middle)
14. Politics in America (or the Congressional Quarterly Weekly Reports) (page 72, next to last item; page 68, last paragraph)
15. Biography Index, Current Biography, Who's Who in America (page 71; page 72, top; page 72, bottom)
16. False (page 73, top; see also Chapter 6, section one)
17. Infotrac (also known as the Academic Index) (page 73, top)
18. False (page 73, last paragraph)

CHAPTER NINE

GOVERNMENT DOCUMENTS

After reading this chapter, you will know:

- what a government document is
- the variety of documents in the Stony Brook library
- how to use the Government Documents Catalog Service and the Monthly Catalog to locate documents

INTRODUCTION

Government Documents are publications issued by or for a government body or agency. They include the publications of federal, state, local, and foreign governments and of intergovernmental organizations such as the United Nations. Publications issued by the United States Government, the State of New York, and Suffolk County (N.Y.) are all government documents.

Government documents are a valuable resource because they contain detailed information on a wide range of topics, most often in the social sciences. Many times government documents contain unique information that cannot be found elsewhere. When television and newspapers announce such things as the monthly rate of unemployment or a recent decision of the United States Supreme Court, the original source of this information is usually some United States government document. In conducting research in political science, for example, it is necessary to use government documents to find valuable information contained in the publications of such agencies as the State Department, the Federal Election Commission, or the United States Congress.

EXAMPLES OF MAJOR TYPES OF FEDERAL GOVERNMENT DOCUMENTS

Subject Reports - These are detailed reports on topics of current interest in such areas as public policy, foreign affairs, and the political process; thousands of such subject reports are issued each year by the United States government and its agencies.

An example of a recently published one is: Absentee Voting: Issues and Options, put out by the Federal Election Commission in 1987.

Laws of the United States - The laws passed at each session of Congress are collected into an official version entitled United States Statutes at Large.

Congressional Record - This is a word-for-word record of the daily proceedings of the House and Senate, including debates and speeches, and is issued each day the Congress is in session.

Congressional Hearings - These are texts of public meetings held by congressional committees to gather information on specific political issues. They contain transcripts of the testimony of witnesses representing different sides of an issue. Witnesses may be experts, federal administrators, interest-group spokesmen, and other concerned parties.

An example of a hearing is: Legal Issues that Arise When Color is Added to Films Originally Produced, Sold, and Distributed in Black and White. This hearing was held before the Senate Committee on the Judiciary on May 18, 1987.

Congressional Reports - Reports are issued in conjunction with specific pieces of legislation being considered by a committee, and contain a detailed analysis of the political issues included in the proposed legislation.

An example of a congressional report is: Balanced Budget Constitutional Amendment: report of the Committee on the Judiciary, United States Senate, on S.J. Res. 225, together with supplemental, additional, and minority views. It was issued by the Committee in 1985.

Congressional Committee Prints - These publications are written by a committee's staff as a means of briefing committee members on the background of a specific issue. Often they are compilations of prior legislation.

One committee print is: A Compilation of Job Training and Related Laws, which was written in 1987 for the use of members of the Senate Committee on Labor and Human Resources.

United States Reports - This is the official publication of United State Supreme Court decisions and includes the opinions of all the justices on each case heard by the Court.

Census Reports - Publications of the Census Bureau often contain the most detailed statistics to be found on a topic. Many census reports provide statistics on the social and economic characteristics of the population of the United States.

GOVERNMENT DOCUMENTS IN THE STONY BROOK LIBRARY

The Government Documents Section is located on the second floor of the Reference Room in the Main Library. The documents reference desk, where you can receive assistance, is at the east end of the room. Most of the publications housed here are from the United States government. The others were published by the New York State government, the Suffolk County (N.Y.) government, or the United Nations.

The Stony Brook library is a federal depository, which means that certain publications of the federal government are automatically "deposited" here for the use of the public. In fact, we receive over 70,000 documents per year in this way. Those that are not automatically sent to us (these are called "non-depository" items) can be obtained by request. Most of these documents, whether depository or non-depository, are kept in the Documents Section, while some may be in the main library stacks, the reference room, the microforms section, or any one of the science libraries. Because most of these documents are NOT LISTED IN STARS, you will need to use the Government Documents Catalog Service on compact disc, or the Monthly Catalog, both located in the Documents Section, to identify and locate United States government documents.

GOVERNMENT DOCUMENTS CATALOG SERVICE (GDCS)

The Government Documents Catalog Service (GDCS) on CD-ROM is an easy to use computer index which lists United States government documents processed by the Government Printing Office (GPO) in Washington, D.C. from June 1976 to the present

Some important features of GDCS are described below:

Menu-Driven System

GDCS is a menu-driven system, which means that on each screen there is a list of options (or a "menu") for you to choose from. The "main menu" is the starting point or the first screen of the search process. The menu is located on the left side of each screen and consists of ten boxes, labeled F1 through F10. (See illustrations to follow). These boxes represent the "function keys" located on the left side of the keyboard and also labeled F1 through F10.

Function Keys

Each function key represents a single process or "function" carried out by the computer. At each step of your search, different options will be listed on the menu. Three of the most important boxes on the main menu are F1, F2, and F3, representing the main indexes to all the documents in the GDCS.

F1 (labeled "find by author") is the author index
F2 ("find by title") is the title index
F3 ("find by subject") is the subject index
F9 is the "help" key
F10 takes you back to the main menu to start a new search
F5 is used to print a particular screen

Full References

GDCS contains full references to each document listed. These references all start with the Superintendent of Documents number (**SUDOCS NBR**) on the first line. The second line always contains the **entry number**, the unique number assigned to each item in the Monthly Catalog. Other parts of the full reference are the author, title, issuing agency and number of pages. You must look at the full reference to get all the information needed to locate a document in our library.

Depository Item

The designation "DEP ITEM" appears on the far right of the screen in the list of documents IN THE SUBJECT INDEX indicating whether a document is a depository item or not. If it does not say "DEP ITEM" and there is just blank space, then the document is non-depository.

DISPLAY OF: GDCS starting screen

(see main menu on left hand side)

THE ACTUAL KEYS ARE LOCATED ON THE LEFT SIDE OF THE KEYBOARD

GOVERNMENT DOCUMENTS CATALOG SERVICE
(GDCS)
GPO Index on CD-ROM

Welcome to

GDCS

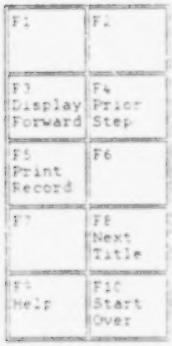
An index to all Government Documents
Catalogued by the Government printing
office from June 1976 to the present month

Select a function key to begin !

Copyright 1987, 1988 by Auto-Graphics, Inc.
IMPACT/GDCS Software Version 5.03 (03/89)

DISPLAY OF: GDCS screen showing an entry for an item

(notice menu options on the left are different
from the ones appearing on main menu)



Title 1 of 4

SUDOCS NBR.: S 1.71/4:503
ENTRY NBR.: 84003794
AUTHOR: Motley, Langhorne A.
TITLE: Elections in El Salvador : August 3, 1983.
PUBLISHER: Washington, D.C. : U.S. Dept. of State, Bureau of Public Affairs, Office of Public Communication, Editorial Division,
DATE: [1983]
DESCRIPTION: 3 p. ; 28 cm.
SERIES TITLE: Current policy :
NOTES: Caption title.
NOTES: "August 1983"--P. 3.
SUBJECT: Elections--El Salvador.
SUBJECT: United States--Foreign relations--El Salvador.
SUBJECT: El Salvador--Foreign relations--United States.
CO-AUTHOR: United States. Dept. of State. Office of
more

Select a function key to continue

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THE MONTHLY CATALOG

Before the advent of the Government Documents Catalog Service, the major index for identifying United States government documents was the Monthly Catalog of United States Government Publications. It has been issued since 1895 and each monthly issue contains a list of all documents processed by the Government Printing Office in that month.

Some important features of the Monthly Catalog are:

Basic Arrangement -

The Monthly Catalog is divided into several different sections. The main section lists each document and includes author, title, publication date, and issuing agency. Each publication is assigned a unique Monthly Catalog entry number and appears in the main section of MC by this entry number.

Indexes -

The remainder of the Monthly Catalog consists of numerous indexes. Some of the most important ones are the author index, the title index, and the subject index. These indexes give you the Monthly Catalog number which you can use to find a complete reference to the document in the main section. In each monthly issue, the indexes are located at the back. At the end of each year, the monthly indexes are collected into an annual index.

Depository Items -

The complete reference to a document in the main section of the Monthly Catalog may include a black dot, meaning that the document is a "depository" item. References which do not include a black dot are "non-depository" items.

Q. AFTER OBTAINING A CITATION FROM GDCS OR THE Monthly Catalog, WHAT DOES ONE DO TO OBTAIN MATERIAL?

A. Check STARS. If an item has been cataloged, use its call number to locate the item in the library system. For entries that you can not find on STARS, you may consult the government documents staff. They will locate materials for you.

CHAPTER NINE REVIEW QUESTIONS

Answers to questions are on pages 85-86.

1. Publications issued by the Supreme Court, Congress, and the President's Office are all government documents.
   True or False?

2. Congressional hearings and reports usually present viewpoints and/or analyses of political issues being considered by Congress. True or False?

3. Census reports do not contain very detailed statistics about the population of the United States. True or False?

4. Publications issued by the Federal Election Commission and the State Department are not government documents.
   True or False?

5. All government documents at Stony Brook are kept in the Government Documents Section on the second floor of the Reference Room in the Main Library. True or False?

6. Over 70,000 documents per year are "deposited" at Stony Brook by the federal government each year free of charge.
   True of False?

7. The printed Monthly Catalog has a main section containing complete references to documents and at least three indexes: author, title, and subject. True or False?

8. The Superintendent of Documents entry number is not needed to locate government documents at Stony Brook. True or False?

9. A unique Monthly Catalog entry number is assigned to each document listed in the Monthly Catalog. True or False?

10. GDCS is the computerized version of the printed Monthly Catalog. True or False?

11. GDCS can be used to locate government documents issued during the 1960's. True or False?

12. GDCS can be used to locate United Nations documents.
    True or False?

13. GDCS contains Monthly Catalog entry numbers. True or False?

14. All government documents at Stony Brook are listed in STARS.
    True or False

15. The phrase "DEP ITEM" which appears on GDCS screens means that the document is a depository item and that Stony Brook will probably have it. True or false?

16. Give one reason why government documents are very valuable in doing political science research. _____
_____

17. Many complete references in the main section of the Monthly Catalog contain a black dot. What does the black dot signify? _____

18. If you are using the printed Monthly Catalog to find documents on a particular topic, in which section should you look first? _____
If you were using GDCS, which function would you use?_____
Which number function key on the main menu? _____

19. Give one advantage of using GDCS instead of the printed Monthly Catalog to find documents issued since July 1976. _____
_____
_____

20. What is the title of the official version of the laws of the United States? _____

21. After getting citations for U.S. government publications from GDCS or the Monthly Catalog, how do you obtain the items you want to read? _____
_____
_____

PRACTICUM EXAM QUESTIONS

The following is a sampling of the types of questions you will need to answer in order to successfully complete your practicum for Government Documents.

1. Find a complete reference for a document written by Gregory W. Sandford using the 1986 Monthly Catalog. What index did you use to look up this document? What number is given in the index to help you locate the full reference? What are such numbers called?

2. Find the complete reference to a book entitled Gun Control Laws in Foreign Countries using the "Find By Title" function in GDCS. What is the Monthly Catalog entry number? What government agency issued this book?

3. Locate the two-volume government document entitled Containment: Concept and Policy issued sometime in the last decade.

4. Locate a government document on taxicab licensing issued in 1984.

ANSWERS TO REVIEW QUESTIONS--CHAPTER 7, LBR 150

(Relevant workbook pages appear in parentheses.)

1. True (page 77, introduction)
2. True (page 78)
3. False (page 79)
4. False (page 77, introduction)
5. False (page 79, last paragraph)
6. True (page 79, last paragraph)
7. True (page 82)
8. False (page 80, paragraph 4)
9. True (page 82, paragraph 2)
10. True (never explicitly stated, but implied. See page 82, 1st paragraph)
11. False (page 80, 1st paragraph)
12. False (page 80, 1st paragraph)
13. True (page 80, paragraph 4)
14. False (page 79, last paragraph)
15. True (page 80, last paragraph; page 79, last paragraph)
16. They contain detailed information on a wide array of topics and may contain unique information that cannot be found elsewhere. (page 77, last paragraph)
17. The black dot signifies that the document is a "depository" item, distributed free to "depository" libraries. Stony Brook is a depository library. (page 82, 4th paragraph; page 79, last paragraph)

18. The Subject Index. (never explicitly stated, but see page 82, paragraph 3)
    The "Find by Subject" function. Function key F3. (page 80, paragraph 3)
19. You can search many years at once using GDCS. (This may not be clear from the text, but, as mentioned in previous chapters, CD-ROMS usually cumulate several years on one disc. Printed indexes like the Monthly Catalog are usually available in annual volumes and, as such, must be searched one year at a time. (See also page 80, paragraph 1 and page 82, paragraph 3)
20. United States Statutes at Large (page 78, paragraph 2)
21. Take information and consult STARS to see if item is cataloged. If it is, use the call number to find the document in our library system. If item is not cataloged on STARS, take citations to government documents staff. They will find material for you. (page 82, bottom)

CHAPTER TEN

SOCIAL AND ECONOMIC STATISTICS

After completing this chapter, you will know

- the kinds of statistical questions that can be answered in a research library
- four major reference books for statistical research
- how to find more detailed statistical information

INTRODUCTION

Our library abounds in sources that offer up-to-date and detailed statistics on a wide variety of topics. Among these sources are almanacs, yearbooks, statistical digests, and indexes. In this chapter, we will concentrate on four sources which are frequently consulted for current social and economic statistics.

- Statistical Abstract of the United States
- American Statistics Index
- U.N. Demographic Yearbook
- U.N. Statistical Yearbook

The first two are concerned primarily with United States statistics. The latter two, published by the United Nations, are international in scope. Both the U.S. federal government and the United Nations are actively involved in compiling and publishing statistics on many economic and social topics.

Before we consider these four titles, let's look at some statistical questions that are frequently asked in the library:

QUESTIONS ABOUT THE UNITED STATES

- How many eligible voters took part in the 1988 presidential election?
- What is the current rate of inflation?
- How much of the federal budget is committed to military expenditures?
- How many people live below the poverty level in the United States?
- How do the major cities rank in terms of crime rates?
- What is the food consumption rate per person, and how does it vary with race?
- How much did U.S. farmers produce last year?
- Has the income of women changed in the last 10 years?
- What are the living arrangements of the elderly in the U.S.?
- What are the social and economic characteristics of gamblers?
- How much do corporations spend on television advertising?
- How many people paid to see concerts last year?
- How many visited museums?
- How much gasoline is being consumed in the U.S.? How does the figure compare to 5 years ago?

You probably realize that this list could go on for pages. The answers to all of these questions and many others like them can be found by using the Statistical Abstract of the United States and the American Statistics Index.

QUESTIONS ABOUT OTHER COUNTRIES

Reference librarians often receive questions concerning the social and economic characteristics of other countries. Data on population growth, life expectancy rates, infant mortality, divorce and marriage rates, gross national product, import-export statistics, energy consumption, industrial and agricultural

production, employment and earnings measurements, consumption rate of foods and services, and health delivery statistics--these are just a sampling of the many possible kinds of questions that are asked. The Demographic Yearbook and the Statistical Yearbook are extremely helpful for such international statistics.

HOW TO USE STATISTICAL SOURCES

Statistical Abstract of the United States (Ref HA202.A38 Doc HA202.A38)

located in Government Documents, with a second copy of the latest edition at the downstairs reference desk.

This reference source, which has been published once a year since 1878, contains abstracts (summaries) of more detailed reports. Most of the statistics cited have been gathered by agencies of the U.S. government. Each volume has a detailed subject index in the back which refers by number to a table of statistics on your topic. If the statistics provided in this table are not detailed enough for your research needs, note the more comprehensive report that the table is based on: it is cited in a footnote beneath the table.

Illustration: from the Statistical Abstract, 1988 edition, numbers of those arrested in 1986 are listed by charge, sex, and age. The "1,000" in the "Total" box indicates that all numbers in that column should be multiplied by 1,000 (i.e. three zeros should be added to the figure). In other words, the statistic for Total Arrests is 10,392,000.

NO. 279. PERSONS ARRESTED, BY CHARGE, SEX, AND AGE: 1986

[Represents arrests (not charges) reported by 10,743 agencies (reporting 12 months) with a total 1986 population of 198 million as estimated by FBI]

CHARGE	Total (1,000)	PERCENT DISTRIBUTION							
		Male	Under 15 yr	Under 18 yr	18–24 yr	25–44 yr	45–54 yr	55–64 yr	65 yr and over
Total arrests	10,392	82.6	8.2	16.8	32.0	43.0	4.9	2.3	.9
Serious crimes [1]	2,167	78.9	11.0	29.6	30.6	34.0	3.3	1.8	.9
Murder and nonnegligent manslaughter	16	87.7	1.0	8.7	32.6	49.1	6.6	2.5	1.5
Forcible rape	31	98.9	4.9	15.4	30.0	47.6	4.5	1.8	.7
Robbery	124	92.2	5.3	22.5	39.4	36.2	1.3	.4	.2
Aggravated assault	294	86.8	3.7	12.8	29.6	49.1	5.5	2.3	.9
Burglary [2]	376	92.1	12.5	35.9	35.3	27.0	1.2	.4	.1
Larceny—theft	1,182	69.3	13.2	32.0	28.1	32.8	3.7	2.1	1.3
Motor vehicle theft	129	90.5	9.3	39.2	34.3	24.6	1.4	.4	.1
Arson	16	86.3	24.7	40.4	22.5	30.7	4.2	1.6	.6
All other nonserious crimes	8,225	83.8	3.8	13.4	32.4	45.4	5.4	2.5	.9
Other assaults	594	84.8	5.1	14.5	30.1	48.3	4.7	1.8	.7
Forgery and counterfeiting	77	66.1	1.4	9.5	37.3	49.0	3.1	.9	.3
Fraud	265	56.7	2.4	6.2	26.8	58.5	8.9	1.9	.6
Embezzlement	11	63.6	.5	6.6	35.6	50.0	5.7	1.8	.3
Stolen property [3]	114	88.6	6.7	25.2	37.5	33.6	2.5	.9	.3
Vandalism	223	89.5	20.3	42.8	25.0	25.4	1.8	.7	.3
Weapons (carrying, etc.)	160	92.6	4.0	15.7	34.2	42.7	4.6	2.0	.8
Prostitution and commercialized vice	97	34.6	.3	2.3	41.6	52.1	2.4	1.2	.5
Sex offenses [4]	84	92.1	7.3	16.4	23.5	46.6	7.4	4.1	2.0
Drug abuse violations	662	85.5	1.4	9.9	38.6	48.2	2.4	.8	.2
Gambling	26	82.8	.4	2.4	15.5	52.8	16.0	9.3	4.0
Offenses against family and children	47	85.0	2.7	6.3	24.6	62.3	5.7	1.6	.5
Driving while intoxicated	1,459	88.5	(Z)	1.6	28.8	66.2	8.2	4.0	1.2
Liquor laws [5]	490	83.2	2.1	37.0	48.9	19.6	2.8	1.3	.4
Drunkenness	778	91.1	.4	3.4	25.3	52.9	10.5	5.9	2.0
Disorderly conduct	565	81.8	4.0	14.7	37.1	40.3	4.3	2.5	1.0
Vagrancy	33	88.1	1.6	7.7	29.2	48.3	8.6	3.9	1.3
Suspicion	7	83.4	11.3	34.8	25.7	31.6	2.5	1.1	.3
Curfew, loitering (juveniles)	73	74.5	26.5	100.0	(X)	(X)	(X)	(X)	(X)
Runaways (juveniles)	139	42.3	40.4	100.0	(X)	(X)	(X)	(X)	(X)
All other offenses, except traffic	2,273	84.6	3.1	12.2	34.9	45.6	4.8	2.0	.8

X Not applicable. Z Less than .05 percent. [1] Includes arson arrests, a newly established index offense in 1979. [2] Breaking or entering. [3] Buying, receiving, possessing. [4] Excludes forcible rape and prostitution, shown separately.

Source: U.S. Federal Bureau of Investigation, *Crime in the United States*, annual.

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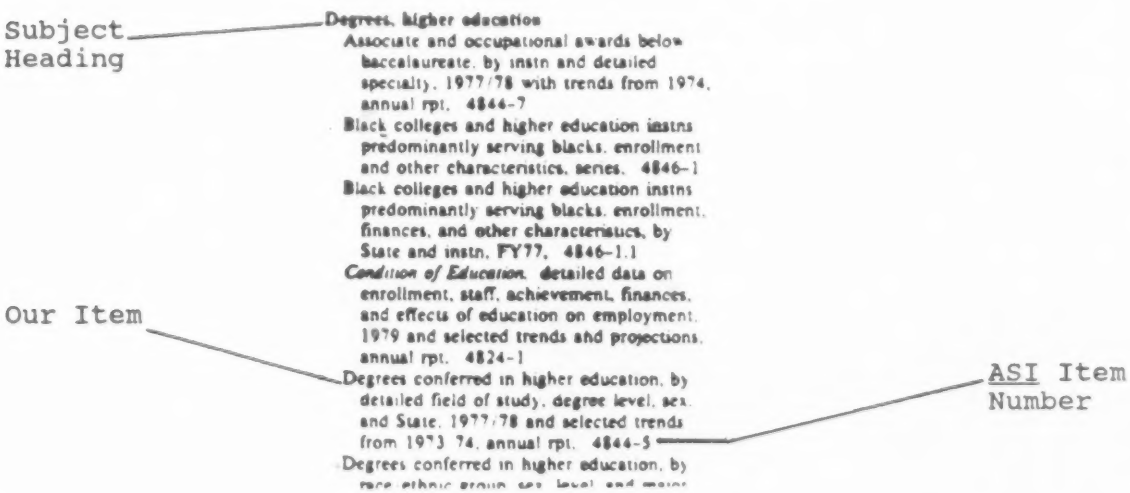
For a more detailed report, see the footnote below the table. The document cited is Crime in the United States, issued by the F.B.I. which is an annual (published once a year). Look in STARS under the title, Crime in the United States to see if it is cataloged. If you do not find it, speak to a reference or documents librarian, who will help you locate the report.

American Statistics Index (Doc HA214.A48)
located in the case near the Documents reference desk.

This source identifies government reports which contain detailed statistics on social and economic topics. Statistics cited are mostly about the U.S., although other countries are also included. ASI has been published monthly since 1973, and each year these monthly issues are cumulated into an annual volume. The major advantage of ASI is that it cites statistical reports on more topics than does the Statistical Abstract. On the other hand, it does not summarize statistics the way the Statistical Abstract does, but instead offers an outline of each report listed.

Each annual volume is made up of two books, one entitled "Index" and the other "Abstracts." Look up your topic in the subject index for any year you choose.

> For example: the subject we have chosen is "degrees granted in higher education." The volume of ASI that we are using is 1980.


Subject Heading
Degrees, higher education
Associate and occupational awards below baccalaureate, by instn and detailed specialty, 1977/78 with trends from 1974, annual rpt. 4844-7
Black colleges and higher education instns predominantly serving blacks, enrollment and other characteristics, series. 4846-1
Black colleges and higher education instns predominantly serving blacks, enrollment, finances, and other characteristics, by State and instn, FY77. 4846-1.1
Condition of Education, detailed data on enrollment, staff, achievement, finances, and effects of education on employment, 1979 and selected trends and projections, annual rpt. 4824-1
Our Item
Degrees conferred in higher education, by detailed field of study, degree level, sex, and State, 1977/78 and selected trends from 1973-74, annual rpt. 4844-5
ASI Item Number
Degrees conferred in higher education, by race, ethnic group, sex, level, and major

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The subject heading used by ASI is:

"Degrees, higher education".

The fifth item under that heading looks as if it might answer our question. Take down the number that follows that item (4844-5), and look up this number in the accompanying "Abstracts" book of ASI. There you will find a listing of the item with a summary of the text. (See below).

4844-5 **EARNED DEGREES CONFERRED 1977/78**
Annual. 1980. x+51 p.
NCES 80-346
eItem 460-A-54. GPO $3.75.
ASI/MF/3
S/N 065-000-00069-5.
*ED1.117:977-78.

By Andrew J. Pepin and Agnes Q. Wells. Thirtieth annual report, for 1977/78, on the number of bachelor's, master's, doctoral, and first-professional degrees conferred by U.S. institutions of higher education. Data are based on the 13th annual Higher Education General Information Survey (HEGIS).

Data are shown by degree level, detailed field of study, institutional control, sex of student, and State and outlying area.

Contents: introduction and notes on survey coverage, methodology, and background, with 3 charts and 20 summary tables showing trends from 1967/68 (p. 1-17); 21 tables, listed below (p. 23-45); and facsimile survey form (p. 49-51).

Data on earned degrees have been published by OE since its first statistical survey in 1870, annually since 1947/48.

To find this document, go to a documents librarian with your ASI item number and the year of ASI that you are using. You will be assisted in locating the report.

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The U.N. Demographic Yearbook (Ref HA17.D45)
latest two editions are located at the reference desk in the Reference Room; older editions are in the stacks.

This work has been published by the United Nations annually since 1948, reporting on population of countries and regions. Most of the statistics are of the "vital statistics" kind: that is, birth and death rates, infant mortality, marriage and divorce, etc. Literacy rates and educational attainment are included, as well as data on work force characteristics.

A detailed table of contents and subject index refer to pages within the main part of the book which contain tables of data. The work is bilingual, with all text appearing in both English and French.

A reproduction of a segment of one of the tables (from the 1986 edition) follows.

Special topic — Sujet spécial

32. Live births by legitimacy status, and per cent illegitimate: 1977 – 1985 (continued)

Naissances vivantes selon la légitimité et pourcentages d'illégitimité: 1977 – 1985 (suite)

(See notes at end of table – Voir notes à la fin du tableau.)

Continent, country or area and year / Continent, pays ou zone et année	Total	Legitimacy status – Légitimité: Legit. Légit.	Illegit. Illégit.	Unk. Inc.	Per cent illegit. P.100 Illég.
AMERICA, NORTH (Cont.) / AMERIQUE DU NORD (suite)					
Bermuda – Bermudes					
1981	777	499	278	–	35.8
1982	805	539	266	–	33.0
1983	913	643	270	–	29.6
1984	840	578	262	–	31.2
British Virgin Islands / Iles Vierges britanniques + [3]					
1982	224	120	104	–	46.4
1983	260	120	140	–	53.8
1984	217	95	122	–	56.2
Cayman Islands – Iles Caïmanes +					
1981	*348*	*224*	*122*	*2*	35.6
1982	*339*	*230*	*109*	–	32.2
1983	*387*	*241*	*146*	–	37.7
Costa Rica					
1978 +	67 659	41 635	10 645	15 379	38.5
1979 +	69 248	42 931	*— 26	311 —*	38.0
1980	66 101	42 920	10 724	12 457	35.1
1984	75 993	47 699	12 365	15 929	37.2
El Salvador					
1977	177 531	55 257	122274	–	68.9
1978	172 897	54 201	118696	–	68.7
1979	174 183	54 194	119989	–	68.9
1980	169 930	53 415	116515	–	68.6
1981	163 305	51 451	111854	–	68.5
1982	156 796	50 568	106228	–	67.7
1983	144 193	46 872	97 321	–	67.5
1984	142 202	46 392	95 810	–	67.4
1979	58 552	11 139	47 413	–	81.0
1980	57 385	10 254	47 131	–	82.1
1981	58 049	9 855	48 194	–	83.0
1982	59 079	9 811	49 268	–	83.4
1983	61 436	9 658	51 778	–	84.3
Martinique [1]					
1977	5 409	2 329	3 080	–	56.9
1978	5 065	2 153	2 912	–	57.5
1979	5 438	2 270	3 168	–	58.3
1980	5 392	2 356	3 036	–	56.3
1981	5 406	2 187	3 219	–	59.5
1982	5 376	2 362	3 014	–	56.1
1983	5 641	2 225	3 416	–	60.6
1984	5 715	1 995	3 720	–	65.1
1985	5 719	2 065	3 654	–	63.9
Mexico – Mexique					
1977	*1587196*	*1442467*	*125477*	*19232*	9.1
1978	*1520679*	*1383786*	*119959*	*16934*	9.0
1979	*1522465*	*1363062*	*118771*	*40632*	10.5
1980	*1523482*	*1164503*	*253221*	*105758*	23.6
1981 +	*2530662*	*1806985*	*543793*	*179884*	28.6
1982 +	*2392849*	*1676987*	*593735*	*122127*	29.9
1983 +	*2609088*	*1892141*	*635003*	*81944*	27.5
Panama [4]					
1977	52 722	14 581	38 141	–	72.3
1978	53 040	14 618	38 422	–	72.4
1979	52 919	14 950	37 969	–	71.7
1980	52 626	15 035	37 591	–	71.4
1981	53 873	15 354	38 519	–	71.5
1982	54 491	15 957	38 534	–	70.7
1983	55 222	16 055	39 167	–	70.9
1984	56 659	16 143	40 516	–	71.5
1985	58 038	16 313	41 725	–	71.9

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Statistical Yearbook (Ref xHA12.5.U63)
latest two editions are at the reference desk; older editions are in the stacks.

This source, also published yearly since 1948 by the United Nations, is a large compilation of statistics from all countries, including data on such topics as industrial and agricultural production, international trade, wages and cost of living, balance of payments, energy, health and cultural statistics, employment and unemployment, etc. The format is very similar to that of the Demographic Yearbook, including the fact that all text is in both English and French. The Statistical Yearbook has no index, but a detailed table of contents refers to tables within the book.

SOME ADDITIONAL STATISTICAL SOURCES

Although this chapter does not cover additional statistical sources in detail, the following list of important titles may be of interest to you. The latest editions of these sources are in the Reference Room, while earlier editions are in the stacks.

International Financial Statistics Yearbook (HG3881.I626)

World Tables (xHC59.W67)
A major source of economic and demographic data primarily for developing countries.

Historical Statistics of the United States (Ref HA202.B87)

International Trade Statistics Yearbook (HF91.U473)

Statistical Yearbook (UNESCO) (AZ361.U45)
Covers education, literacy, science, technology, museums, libraries, and other educational and cultural subjects.

World Development Report (HC59.7.W659)

World Health Statistics Annual (xRA651.A486)

Commodity Year Book (xHF1041.C56)
later editions called CRB Commodity Year Book

CHAPTER TEN REVIEW QUESTIONS

Answers to questions are on page 97.

For the following statements, note the letter of the choice that you think best fits the description.

A) Statistical Abstract of the United States or
B) American Statistics Index or
C) both sources

1. Identifies government reports containing detailed statistics on social and economic topics for the United States. ____
2. Cites more statistical reports than the other one. ____
3. Does not provide actual statistics at all. ____
4. Each year's annual volume is made up of two physical books. ____
5. Includes statistics on many social and economic topics for the U.S. ____
6. Identifies statistical reports and also provides written summaries which describe the contents of the reports. No statistics are given, however. ____
7. Cites U.S. government statistical reports. ____
8. Is published on a monthly basis. ____
9. Is published on an annual basis. ____
10. Has a detailed subject index. ____
11. Tells the reader where one can find more detailed statistical reports on a given topic. ____
12. Each annual volume has two books, one entitled "Index" and the other "Abstracts." ____
13. Has tables of statistical data and identifies the more complete report underneath the table. ____

For each of the following items, note the letter of the source below that you think would best answer the question:

A) Demographic Yearbook
B) Statistical Yearbook

14. The divorce rate in Finland. ____

15. The country that produces the most potatoes. ____

16. The number of pharmacists in Botswana. ____

17. Number of tourists, country by country. ____

18. Energy consumption per country. ____

19. Number of live births per country. ____

20. Countries that lead the world in production of T.V. sets. ____

21. The number of passenger cars in Guatemala for a given recent year. ____

22. Number of marriages by age in Spain. ____

23. Number of hospitals in Nigeria. ____

24. Number of libraries in France. ____

25. Infant mortality by country. ____

26. Leading causes of death by country. ____

PRACTICUM EXAM QUESTIONS

The following are a sampling of the type of questions you will be asked to answer in order to successfully complete your practicum exam.

1. Using one of the Chapter 10 sources, find statistics on the U.S. labor force, employment, and earnings.

2. Using one of the Chapter 10 sources, find data on the frequency of tornadoes in the U.S.

3. Using one of the Chapter 10 sources, find data on the U.S. fishing industry.

4. Using one of the Chapter 10 sources, find a citation to a government document which will contain detailed data on retail sales in the United States.

5. Using the ASI, find a citation to a government document which contains detailed statistics on U.S. production of oats, corn, barley, and wheat.

6. Using one of the U.N. sources, find recent data on the birth rates of several African countries.

7. Using one of the U.N. sources, find recent data on Japanese manufacturing.

8. Using one of the U.N. sources, find recent data on leading causes of death, country by country.

ANSWERS TO REVIEW QUESTIONS -- LBR 150, CHAPTER 10

(Relevant workbook pages appear in parentheses.)

1. C (pages 89-91)
2. B (page 90, paragraph 2)
3. B (page 90, paragraph 2)
4. B (page 90, paragraph 3)
5. A (page 88 and page 89, 2nd paragraph)
6. B (page 90, paragraph 2)
7. C (pages 89-91)
8. B (page 90, paragraph 2)
9. A (page 89, paragraph 2)
10. C (page 89, paragraph 2; page 90, paragraph 3)
11. C (page 89, paragraph 2; page 90, paragraph 2)
12. B (page 90, paragraph 3)
13. A (page 89, paragraph 2)
14. A (page 92)
15. B (page 93, top)
16. B (page 93, top)
17. B (page 93, top)
18. B (page 93, top)
19. A (page 92)
20. B (page 93, top)
21. B (page 93, top)
22. A (page 92)
23. B (page 93, top)
24. B (page 93, top)
25. A (page 92)
26. A (page 92)